DOCUMENT RESUME

ED 251 098 IR 050 920

TITLE Resource Sharing. SPEC Kit 42.
INSTITUTION Association of Research Libraries, Washington, D.C. Office of Management Studies.
PUB DATE Mar 78
NOTE 122p.
PUB TYPE Collected Works - General (020) -- Reports - Descriptive (141)

EDRS PRICE MF01/PC05 Plus Postage.
DESCRIPTORS *Academic Libraries; *Consortia; Higher Education; Interlibrary Loans; *Library Acquisition; *Library Cooperation; Library Materials; *Library Networks; Library Planning; Methods; Position Papers; Research Libraries; *Shared Services

ABSTRACT

A 1977 Association of Research Libraries (ARL) survey indicated that nearly all respondents viewed enhanced access to needed information and service capabilities as the primary benefit of resource sharing. Most responding libraries participated in more than one type of resource sharing activity, ranging from informal understandings among a few similar libraries, to formal multi-faceted cooperatives, consortia, or networks that operate over a large region or nationally. The introduction provides a concise summary of current issues and trends related to resource sharing. The collection of documents comprises: resource sharing policies from University of California and University of Connecticut, and the Constitution of the Middle Atlantic Research Libraries Information Network, from Princeton University; resource sharing procedures from University of Houston and Queens University, and the user guide for the Boston Library Consortium from University of Massachusetts; program descriptions/activities from Yale University, McMaster University, University of California/Berkeley, and University of California Berkeley/Stanford Research Cooperative Program; planning and evaluation methods from Yale University and University of Houston; reports and recommmendations from the New York Public Library and Case Western Reserve University (on the Cleveland Area Interlibrary Network and the Cleveland Area Metropolitan Library System); and a 38-item bibliography. (THC)

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Resource Sharing

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spec flyer
March 1978, No. 42
OMS
Systems and Procedures Exchange Center
ISSN - 0160 - 3574

RESOURCE SHARING IN ARL LIBRARIES

Nearly all respondents to a 1977 SPEC survey of ARL member libraries view enhanced access to needed information and service capabilities as the primary benefit of resource sharing. Reduced growth of collection-related costs is seen as a possible secondary benefit by some libraries, but many responses indicate that the major expected benefits of resource sharing are yet to come.

Resource sharing programs are intended to help link library users with needed material and information, regardless of where that material is located. To do this, librarians must be able both to locate material and to obtain it. Thus, resource sharing includes identifying and locating materials through shared catalogs and bibliographic networks, and then delivering them for use through ILL, regional networks, bus systems, the mail, or informal lending arrangements. In addition, some libraries operate cooperative acquisitions programs and share borrowing privileges.

Most responding libraries participate in more than one type of resource sharing activity, ranging from quite informal understandings among a few similar libraries, to more formalized, multi-faceted cooperatives, consortia, or networks that operate over a large region or nationally; over 50 resource sharing organizations are named on the survey responses. Common activities of smaller, less formal arrangements are joint purchases of expensive materials such as microfilmed series, coordination of some specific purchases, cancellations of serials subscriptions, exchange of materials by a local document delivery service, and, in a few cases, shared storage of specialized materials. Responses indicate that the most effective arrangements seem to occur among libraries of similar size and mission which are geographically close.

Current Issues. Libraries committed to the concept of resource sharing are concerned with the service benefits as they relate to costs, the possible reduction of local autonomy, and user resistance to resource sharing proposals. While many research libraries indicate they initially looked to resource sharing to ease financial pressures associated with reduced purchasing power, many report that the cost benefits of some cooperative programs seem to rest mainly with smaller libraries which do most of the borrowing. The concern among major research libraries that they contribute large amounts of staff time to lending activities has led some to initiate ILL charges and all to consider carefully the pros and cons of specific shared activities.

Libraries also express concern with balancing the commitment to the local collection with shared collections. Although many ARL members belong to the Center for Research Libraries (CRL), which collects little-used expensive materials, survey responses indicate it may not be used as fully as possible. Apparently this is partly because of the individual libraries' continued commitment to maintaining and strengthening their own collections and partly because of the lack of user

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understanding of the resources and services available from CRL. Another reported obstacle to resource sharing has been the demand for strong local collections when accreditation criteria emphasizes quantitative data.

The frequently-cited concern of faculty resistance to resource sharing has led libraries to increase efforts to define faculty expectations and to educate them in resource sharing opportunities. To improve user accessibility to shared resources, at least one library is adding entries to its public serials list and card catalog, indicating availability of the materials through a shared resource. Several libraries are setting up improved document delivery systems with a key goal being retrieval of a large percent of shared materials within 24 hours.

Perhaps the most difficult tasks cited by responding libraries are those associated with planning for cooperative collection development policies. Although the decision making involved is extensive, a few libraries and consortia are beginning to address this issue through collection development policies which specify collection responsibilities for each participating member.

Future Trends. As research libraries become increasingly aware of the costs in time and money of resource sharing, they are looking for ways to increase funding for these activities. One development is that many funding agencies -- federal, state, and private -- are supporting resource sharing proposals and these grants are helping to alleviate the burden on research libraries. The Title II-C Higher Education Act, for instance, is intended to promote sharing resources among libraries of different levels and strengths. In addition, the Research Libraries Group (Harvard, Yale, Columbia and the NYPL) and the Stanford-Berkeley Research Library Cooperative Program have both received support from private foundations. Finally, several states provide special funds to major state university libraries to provide state-wide access to their research collections.

The National Periodicals Center, now in the planning stage, would collect active in-demand periodicals and offer research libraries the hope of savings in two areas: cutbacks in subscriptions for peripheral journals and reduced costs for storage and binding of short life serials and trade publications. A national library resource center, perhaps modelled after the British Lending Library, is another possibility for future cooperation.

Although cooperative sharing of resources and interlibrary activities results in interchange of many thousands of volumes, such activities still account for only a small percentage of any library's total circulation figures. Resource sharing is not meant to be a substitute for maintaining a good basic collection in a library but it does offer some relief in spiraling collection development costs, and it does expand the base of materials available to users. As resource sharing programs develop and grow, a critical need will be the development of greater understanding and support of faculty and university administrators. And while this will result partly from educational efforts, effective performance of resource sharing programs will be the primary persuader.

The Kit on Resource Sharing (108 pages) contains 16 documents from ARL Libraries which illustrate resource sharing policies and procedures, program descriptions, planning and evaluation, reports and recommendations, and selected references. It is available for $7.50 to SPEC subscribers and ARL members, and for $15.00 to all others, prepayment required, from Systems and Procedures Exchange Center, 1527 New Hampshire Avenue, N.W., Washington, D. C., 20036.

RESOURCE SHARING POLICIES

ISSN 0160-3582

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August 10, 1976

U. CALIF.

GUIDELINES FOR

UNIVERSITY OF CALIFORNIA LIBRARY ACQUISITIONS WITH SHARED PURCHASE FUNDS

PURPOSE.

The purpose of the funds is to acquire materials which because of their high cost or anticipated level of use should not be duplicated but should be shared among the campuses. Materials will be acquired for either a university-wide or northern and/or southern regional use.

Since the nature of the proposed regional facilities and the timing of their development will affect the nature and location of materials purchased with shared purchase funds, certain assumptions have been made about these facilities in developing these guidelines. They are:

1. No regional facilities will be completed for at least five years.
2. Materials acquired with shared purchase funds will not all be contained in regional facilities, nor will these facilities be limited to materials acquired with such funds.
3. Regional facilities will not offer reference service to their collections but will be limited to lending materials or photocopies of materials, with limited on-site use capabilities. Materials purchased with shared purchase funds which require reference service would therefore not be placed in regional facilities.

Assumptions 2 and 3 are based on the premise that putting all shared purchase materials into remote access facilities and limiting the facilities to these materials would result in the creation of one or more additional research library collections requiring research library reference staffs, and would do little to relieve the present or impending space problems of the individual campuses.

CRITERIA.

Materials purchased with shared purchase funds will be required to meet the following criteria:

1. Specifically related to the academic programs of more than one campus.
2. Not presently available for shared use universitywide or regionally in the U.C. system.
3. Adequate access to the material will be possible for any campus needing it if it is located in another facility (another campus or a regional facility.) Adequate access will require the following:

   a. Physical. The holding library must agree to lend the material to patrons from other U.C. libraries, by direct or interlibrary loan in original form, photocopy, or microform.

   b. Bibliographic. Indexes or registers which may be necessary for

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bibliographic access to materials for which conventional cataloging is not adequate or appropriate must be available, and in multiple copies for distribution to all interested campuses, in additional to conventional cataloging data.

c. Materials may also be approved for purchase which are usable by remote consultation, e.g. certain catalogs and indexes, or which require on-site use, if there is agreement among the campuses that this would constitute adequate access, but this is not to include purchases which are normally funded by Opportunity or other non-budgeted funds.

Criteria for location will include academic programs, strength of collections, projected use, and accessibility to other campuses.

While it is expected that a number of expensive collections and individual items will be acquired with shared purchase funds, no minimum price has been established as a criterion for purhcase.

MATERIALS TO BE CONSIDERED FOR PURCHASE.

Any library material which meets the above criteria, without regard to form or format. This specifically includes (but is of course not limited to) the following:

1. Computer-based services. Funds for access to the data base only, not hardware or staffing costs.

2. Serials. Normally limited to the last subscription in the state or region. Last subscriptions in the state reported cancelled will be automatically reviewed for funding with shared purchase funds.

3. Newspapers. Microfilm subscriptions and backfiles, including replacement of newsprint backfiles currently held by U.C. campuses.

Consideration will also be given to using a portion of the shared purchase funds for the preservation of certain shared purchase materials, by physical restoration of original materials or by microfilming.

ACCESS

Since adequate bibliographic and physical access are absolutely essential to the effective sharing of these (or any) resources, the following special measures will be undertaken in connection with shared purchase materials:

Bibliographic:

1. As complete cataloging as the material warrants, including an indication of the location of the material, will be provided by the holding campus to all other campuses for all items which are purchased with shared purchase funds or which are recommended for purchase and found to be already available on one or more campuses in the state or region, to be used by each campus as it sees fit, until our on-line catalog capability renders this unnecessary. (When more than one campus already holds an item,

one will be asked to furnish cataloging data to the campuses not holding it.) Shared purchases will be given a high cataloging priority.

2. Copies of any additional indexes needed for bibliographic access to shared purchase collections will also be furnished to each campus.

Physical:

1. Make every effort to increase the effectiveness of present interlibrary loan procedures by adding staff as needed.

2. Investigate new approaches to interlibrary transmission of information, e.g. on-site expediters, telefacsimile transmission.

OWNERSHIP

Materials acquired with shared purchase funds will be included in the holdings of the campus designated to purchase and hold them. The physical or bibliographic availability of the material to other campuses must be assured, but special marking of the material will not be necessary unless it is required to insure this availability. (Materials later selected for transfer to a regional facility will of course then be included in the holdings of that facility, regardless of whether or not they were acquired originally with shared purchase funds.)

STAFFING AND OTHER SUPPORT

Increased purchases for sharing among campuses, with their special requirements for bibliographic and physical access, will require adequate additional public service and technical service staff support, as well as a proportionate sum for binding. Since it is not possible to know in advance the distribution of shared purchase materials, support funds for staff and binding will be distributed at the beginning of the program on the basis of each campus' percentage of the total book budget. As the program progresses, adjustments will be made to reflect actual shared purchase allocations. It should be kept in mind, however, that the shared purchase program will generate a considerable additional workload on campuses which do not have material as well as on those that do, particularly for public service staff, so staff allocations should not be based entirely on the allocation of shared purchase funds.

ADMINISTRATION

The program will be administered by the Office of the Executive Director, with all payments being made from that office. A group made up of the principal Collection Development Officers on each campus, with a rotating chairman, will make the majority of the decisions as to the materials to be purchased with shared purchase funds. Items for which there is substantial agreement as to purchase and location among the members of this group will be approved for purchase, with the Executive Director reserving the right to veto items whose purchase would not be consistent with University of California libraries policies. Decisions on items for which substantial agreement cannot be reached will be referred to the Executive Director or his designate.

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Substantial agreement to purchase will require affirmative votes from any six of the nine campuses. Substantial agreement to locate an item on a particular campus as a northern regional item will require votes for that campus by two of the four northern campuses. In the south, votes for a particular campus by three of the five southern campuses will be required. When it is agreed that one copy will be sufficient statewide, votes for a particular campus by any five campuses will be needed.

SELECTION, ORDERING, AND RECORD-KEEPING PROCEDURES

Collection Development Officers on each campus will make recommendations for items to be purchased with shared purchase funds. Recommendations will be batched and considered in groups biennially. The first review period will have a deadline for submitting recommendations of October 1, 1976 and will involve the following steps:

1. The CDO's on each campus will make recommendations for items to be purchased on a "consideration form," following the criteria set forth above (see Form A.) A separate consideration form will be used for each item recommended for consideration. Copies of this form will be sent to the CDO's on each of the other eight campuses. (Deadline for mailing for first review period: October 1, 1976.)

2. The CDO on each campus will assemble copies of the consideration forms received from all the campuses, group them by item, and prepare a response for each item in the space provided at the bottom of the consideration form. This response will be sent to the CDO chairman. Only one response should be prepared for each item, regardless of the number of consideration forms received for that item, but that response should be made with due regard to all the recommendations which were submitted for the item. (Deadline for mailing: November 1, 1976)

3. The chairman will tabulate and summarize the responses he receives for each item on a summary form (see Form B) and send copies to each CDO. If substantial agreement is reached as to purchase and location, or no purchase, the chairman will have indicated this on the form by filling out the "Decision" box, but no orders will be placed until after the December meeting. If there is agreement to purchase but no agreement as to location, the CDO's will reconsider at the December meeting. (Deadline for mailing: November 20, 1976.)

4. On or around December 1, 1976 the CDO's will meet to discuss those items on which there is agreement to purchase but no agreement as to location, and to also review the items on which there has been agreement, if that seems warranted in the light of the other decisions made at that meeting. Immediately following the meeting, copies of summary forms for each item recommended, with the final decision (or lack of decision) indicated, will be forwarded to the Executive Director for his review and decision.

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5. Following the December meeting the following actions will be taken:

   a. In the case of a decision to purchase, the designated campus(es) will prepare the order(s) and hold until the Executive Director has had a chance to review. (Deadline for ordering: after December 15, 1976.) When the material has been ordered and received, the invoice will be forwarded to the Office of the Executive Director for payment. This office will maintain the bookkeeping records for the shared purchase fund.

   b. If the case of a decision not to purchase, no action will be taken, with the item being retired to a decision file maintained by the CDO chairman.

   c. If there is agreement to purchase but no agreement as to location, the Executive Director will make the decision as to location and communicate it to all CDO's, with the designated campus(es) preparing the order(s).

Rush procedures for materials which are not available indefinitely or which have a special pre-publication price will involve the use of the forms as described above, but with the phrase "Rush--Immediate response required" being placed on top of each form, and the order deadline indicated. If this is not fast enough, agreement could be reached by telephone.

COLLECTION DEVELOPMENT COMMITTEE

Page Ackerman, Library Council Liaison
A. Tom Birrell, UCI
Sheila Dowd, UCB
Norman Dudley, UCLA (Chairman)
Robert Fessenden, UCSC
Olga Ignon, UCSB
Robert Lang, UCR
Marjorie Morse, LAUC Representative
Lee Mosley, UCSF
Georgina Peyton, UCSD
Nelson Piper, UCD
Dennis Smith, Budgetary Planning

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FORM A

U.C. LIBRARIES CONSIDERATION FORM

Date: _____

Bibliographic Description:

Justification for Purchase & Location:

rice	Suggested Location(s)	Ref. Access Only OK	Order Deadline (for Rushes Only)

Signature of CDO & Recommending Campus

RESPONSE

COMMENTS

Holdings	Recommendation			
	Purchase (Yes or No)	Statewide Only (1 cop.) (Yes or No)	Location	Ref. Access Only OK
		Regional (2 cop.) (Yes or No)	If yes, vote N or S	
			N. at _____	

Signature of CDO & Responding Campus

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Coordinating Council of the Boards of Trustees
of The University of Connecticut and the
Connecticut State Colleges

October 28, 1976

Policy on Library Coordination

WHEREAS, The Coordinating Council of Boards of Trustees of The University of Connecticut and the Connecticut State Colleges believes that the effectiveness of the libraries of the five institutions can be improved by coordination of acquisitions and services, and that cost savings resulting from such coordination can permit improved levels of service to all users throughout the State; now, therefore, be it

RESOLVED, That if the Boards of Trustees of The University of Connecticut and the Connecticut State Colleges concur, it be the policy of the University and the State Colleges to coordinate those aspects of library planning, acquisitions, circulation, special, technical, and support services and the like, which show promise of improved educational- and cost-effectiveness; and, to that end be it further

RESOLVED, That a Task Force of the Librarians of the University and the four State Colleges be formed immediately and be charged with recommending a policy on library coordination; that the Task Force report at the April, 1977, meeting of the Coordinating Council; that it report at earlier meetings on any immediate improvements it can recommend; and that the Task Force be charged specifically with recommending steps

1. To ensure, through coordination of all appropriate acquistions and other operational activities, that State expenditures for library programs provide the maximum benefit to all library users;

2. To improve bibliographic access to the collections in the University library system and the four State College libraries for all users;

3. To improve physical access, including the delivery of materials, to the collections of the University library and the four State College libraries for all users;

4. To coordinate wherever feasible the technical services functions of all the libraries;

5. To provide improved access to specialized services (e.g., machine-based information services, or talking-book and braille services for the handicapped) for all users;

6. To assess the possible benefits of a coordinated collection-development policy and its application to the selection and purchase of material by all the libraries;

7. To assess the possible economies in future library construction needs at the State Colleges which might be achieved through use of the University Library as a depository for certain low-demand parts of their existing collections.

Background: If this resolution is adopted, it is the intent of the President of The University and the Executive Director of the State Colleges to appoint the following seven people to the Task Force on Library Coordination:

1. Director of Library Services, CCSC
2. Director of Library Services, ECSC
3. Director of Library Services, SCSC
4. Director of Library Services, WCSC
5. Representative of office of Executive Director, Connecticut State Colleges
6. University Librarian
7. Director of University Libraries, Chairman

MIDDLE ATLANTIC RESEARCH LIBRARIES INFORMATION NETWORK

CONSTITUTION

Article I

Section 1 The name of this organization shall be the Middle Atlantic Research Libraries Information Network (MARLIN).

Section 2 This Network is intended to serve the scholarly and research communities of the member libraries.

Section 3 The status of the Network will be that of an unincorporated body.

Article II

Purposes

Section 1 The purpose of the Network shall be:

a. To develop and improve cooperation among the member libraries.

b. To work toward a coordinated policy for long-range library growth and development with provision for efficient systems, rapid communication among the membership, shared resources, cooperative and coordinated purchasing, and exploration of other areas of cooperation.

c. To cooperate with other educational, library, and research institutions and organizations within and without the geographical area so as to further the purposes of the Network.

Section 2 In pursuit of its purposes, this organization shall initiate, promote and support research studies and projects and operational systems and projects which may lead to a knowledge of available resources and services and shall provide the means for increased interlibrary cooperative plans and services among the member institutions.

Article III

Membership

Section 1 The charter members are the libraries of the following universities: University of Delaware, The Johns Hopkins University, University of Maryland, University of Pennsylvania, Pennsylvania State University, Princeton University and Rutgers University.

Section 2 Other institutions in the region, with similar graduate and research programs and with potentials for reciprocity, may be considered for membership upon application and may become members by the unanimous vote of the member institutions.

Article IV

Contributions

Section 1 Contributions, grants, or gifts may be accepted by the Network for the advancement of the purposes of the Network as set forth in Article II of this Constitution.

Article V

Administration

Section 1 The administration of the affairs of the Network shall be vested in a Board of Directors who shall have the responsibility of managing and controlling the affairs of the Network and who are empowered to take whatever action is necessary to the discharge of their duties.

Section 2 The Board of Directors of the Network will consist of the Chief Librarian of each member institution or his designate.

Section 3 The Board will elect a Chairman, a Vice Chairman, and a Secretary-Treasurer. The Chairman and Vice Chairman shall be members of the Board. The Secretary-Treasurer need not be a member of the Board.

Article VI

Meetings

Section 1 The Board of Directors shall hold at least two meetings a year in order to carry on the business of the Network. The last meeting of the academic year will be an annual meeting at which officers for the following year will be elected.

Section 2 Meeting dates of the Board shall be determined by the Chairman in consultation with the other members. The membership will be notified of time, place and of the nature of the business to be transacted not less than five (5) days prior to the date of a meeting.

Section 3 Additional meetings of the Board may be called at the discretion of the Chairman or upon request of a member of the Board.

Article VII

Voting

Section 1 Each member institution shall be entitled to one vote.

Section 2 A quorum required for the transaction of business shall be a majority of the Board members.

Section 3 A majority vote at a meeting of the Board shall be binding upon the Network subject to such conditions and exceptions as are provided elsewhere in the Constitution.

Article VIII

Bylaws

Section 1 Bylaws may be adopted, amended, suspended, or rescinded by a majority vote of the entire Board.

Article IX

Amendments

Section 1 This Constitution may be amended by a unanimous vote of the member institutions at any meeting of the Board, provided that written notice of any proposed change or substance thereof be sent to the entire membership not less than thirty (30) days prior to the date of this meeting.

RESOURCE SHARING PROCEDURES

Manual of Procedures

for the

Texas Information Exchange

Revised April 1973

TWX COMMUNICATION WITHIN THE TEXAS INFORMATION EXCHANGE

Introduction

The Texas Information Exchange (TIE) is established as a means of strengthening the developing cooperation among Texas libraries through a more efficient and rapid means of communication.

This manual presents a brief plan for interlibrary communication within a restricted geographical area and within a restricted group of institutions. It proposes a minimum number of records and a relatively simple message format. For communication with institutions outside of TIE, a more elaborate format may be advisable, such as that proposed in the manual by Warren Bird, Teletypewriter Exchange System for Interlibrary Communication, revised July 1967 and distributed by the Bell System. For communication with each other, however, TIE members should follow the instructions which follow in this manual.

TWX Operating Manual

Each Library is supplied with a TWX operating manual entitled "Teletypewriter No. 33 Operating Instructions." General techniques of operating the machine are explained. Other assistance will be rendered by the telephone company, including training of operators. Each library should also obtain a copy of the TWX Directory for the United States and Canada. Here are included instructions for making conference calls, dialing for information, reaching the TWX operator, and making collect calls.

General Policies

Since the intent of the Texas Information Exchange is to speed the process of obtaining information, interlibrary loan requests via TWX should be given priority over conventional messages and should be acted upon within the next working day. This is interpreted to mean that material should either be forwarded or unavailability or delay reported no later than the working day following receipt of the ILL request. Most libraries will be unable to ship or report on Saturday or Sunday.

It is recommended that each library equip its TWX with two-copy paper. NCR paper (no carbon required) is available.

It is understood that messages received via TWX will be answered via TWX, except that affirmative responses to requests for interlibrary loan renewal may be answered by first class mail.

Reports on interlibrary loan requests should be sent if material cannot be supplied or if there is to be a delay. Reports are not required if photocopy or original material is to be sent promptly.

Each TIE member is expected to pay the cost of all TWX messages pertaining to its loan requests. Collect calls should NOT be placed.

Type of Message

A standard abbreviation identifies the type of message.

Use	For
ILLRQ	Interlibrary Loan Request
ILLRN	Interlibrary Loan Renewal Request
ILLRP	Interlibrary Loan Report, including Approval-Rejection for Renewal Request

(3)

REFRQ	Reference Questions or Request for Verification
REFRP	Report in Response to REFRQ
ILMSG	Interlibrary Plain Text Message
CONF	Conference Call

Message Format

All messages should be sent in such a manner that they are easily read and the intent of the message is perfectly clear. As a general rule, every element of the message should be separated from other elements by at least two line feeds.

Although one transmission to a single station may include several messages, each message should be restricted to one type of request. In other words, interlibrary loan requests should be grouped in one message, photocopy requests in another. Each message should be as complete as if sent by a separate transmission.

Beginning a Message

After the answerback code of the station called is received, the tape is started or manual sending is begun. The first line should give the answerback code of the station calling, the abbreviation CLG, and the answerback code of the station being called, followed by two line feeds. When a complete address of the calling station is requested rather than the answerback code, the address will be furnished. So that the requested titles may be referred individually, the address should be given for each bibliographic citation in the request. The library needing a complete address should contact the Chairman of the T.I.E. Board. The chairman will relay the request to all the members of the network.

The second line should give either (1) the abbreviation of the type of message, the date, and the hour of transmission, e.g., ILLRQ 11-4-69 02:00 P.M., or (2) the abbreviation of the type of message, a message serial number and the date, e.g., ILLRQ 88 11-4-69.

Two feed lines should separate the second line from the third line, which begins the text.

(4)

Citations

Complete bibliographical form is followed for all citations. The general order of information in the citations is similar to that proposed by Warren Bird. There is some variation in the details of punctuation but this is of minor importance. Here, again, the individual library may exercise its own preference.

A bibliographical citation included in a message for whatever reason should be preceded and followed by at least two feed lines. No part of the message either preceding or following the citation should be included on the same line with any part of the citation except when clarification of some part of a citation is being requested or given.

All requests should be verified where possible. Include verification in the request only if the entry has special problems, such as foreign language wording, intricate corporate author format, series note, etc. Where verification is included in the request send VER: and the verification of the reference, using standard form and abbreviation. If unable to verify and the source of the reference is known, send UNVERIFIED and SOURCE: and provide the same. It is particularly important that the source be supplied if bibliographical information is incomplete as, for example, a periodical identified by abbreviation only in Chemical Abstracts.

If more than one citation is included in an interlibrary loan request, the message should follow standard form through the first bibliographical citation. After the first and each succeeding citation:

(1) Send nine line feeds.

(2) Repeat the calling station code and date.

(3) Send two line feeds.

(4) Send the citation (including verification or source.)

(5)

Ending a Message

The message is followed by carriage return, two line feeds, the word END and the answerback code of the station sending (depress the HERE IS key). Several line feeds are advisable at the end of a message to provide a space between the message completed and the next message received. For ending the transmission, follow "Teletypewriter No. 33 Operating Instructions."

Replying to a Message

In general, use the same format as for any message, except that the first line should give the answerback code of station calling, the word ANS, and the answerback code of station being called.

Include only sufficient bibliographical description to identify items.

Interlibrary Loans - Agreement

A library will not request interlibrary loan for an item from more than one library at a time. In general, the library will go first to its immediate area before going outside its area or outside the state. The same policy applies to a query.

Report of unavailability or delay should be sent if the lending library does not have the material requested physically at hand and ready for shipment to the borrowing library by the working day following receipt of the request.

Reports relating to interlibrary loan sent via TWX replace any other type of confirmation.

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(6)

In all answers to requests, refer to day and time or serial number of message being answered and, where necessary, identify citation by main entry.

Restrictions on use of books received through ILL are set by lending library.

For material shipped, either books or photocopies, no postage is charged or collected between receiving and sending stations within TIE.

In reply to an interlibrary loan request, the lending library may send up to 20 exposures without prior approval of the borrowing library unless it is stipulated that photocopy is not wanted.

TRANSACTION REPORTS

Transaction Reports are submitted by member libraries as follows:

Each month:

Each library compiles a report of the transactions that took place between themselves and member libraries.

This report consists of the number of requests filled (original in one column, photocopy in the next), the number of requests not filled (original and photocopy together), the total number of transactions that took place, and the number of pages supplied to each library. These pages which are not charged through TIE should be put in parentheses. A subtotal of the number of pages to be charged for and a subtotal of the number of pages not charged for should be given as well as a total of the pages supplied.

Every six months:

Each library consolidates the six monthly reports into one summary report and submits this report to the TIE Coordinator at Rice University.

(7)

The function of the fiscal agent is as follows:

1. To provide member libraries with the following materials:
   a. Membership forms
   b. Updated monthly transaction report forms
   c. Information concerning proper procedures for filling out transaction reports
   d. Six-month reminder notices
2. To consolidate the summary reports from each library and, using this information, issue a report including the number of requests made and received by each library and the number of pages of photocopy supplied and received by each library.
3. To prepare and send the following bills to TIE members:
   a. Six-month bills on the basis of the difference between pages supplied and pages received. The standard charge for photocopy within TIE is ten cents per page.
   b. Yearly membership fee.

Queens University

2.1

MAJOR PURCHASE QUERY

1 TITLE:

2 COST:

3 LIBRARY INITIATING QUERY:

4 DEADLINE FOR RESPONSE:

5 RESPONDING LIBRARY:

6 PRESENT HOLDINGS: Original:

7 Reprint:

8 Microform:

9 Other edition(s); Specify:

10 INTENDED PURCHASE: Original:

11 Reprint:

12 Microform:

13 AVAILABLE ON ILL TO OCUL LIBRARIES?

14 (Photocopy only?

IF NOT BEING ACQUIRED BY OCUL/NL/NSL,

15 Should this title be acquired complete?

16 (If only part, specify portion:

17 Could you purchase complete?

18 (If only part, specify portion:

19 Could you contribute to joint purchase?

20 (If so, specify amount:

21 COMMENT:

Keep one copy; RETURN ONE COMPLETED COPY TO:

Office of Library Coordination
Council of Ontario Universities
102 Bloor Street West
Toronto 181, Ontario.

INSTRUCTIONS:

The library initiating the query should fill out Items 1-3 (and Item 4, but only if applicable), and send one copy of the form to the Office of Library Coordination for distribution. Responding libraries should complete Items 5-21 as applicable.

1 The bibliographic data must be as complete as is reasonably possible. If a descriptive announcement is available which the OLC can reproduce easily and economically, please include it for copying and distribution with the query form. The OLC cannot undertake to verify or to supply additional bibliographic or descriptive information.

2 Give the prospective cost as precisely as possible. If it can only be approximated, please so indicate. Include information on any special discount arrangements, such as purchase before a specified date.

4 If the library initiating the query has a deadline for a response, the library should so indicate, taking into consideration the time necessary for distribution and collation of responses by the OLC. If no date is specified, the OLC will supply one, with the understanding that collated responses are desired as soon as is reasonably possible.

6-12 For monographs, reply "Yes" or "No"; for all multi-volume works and serials, indicate specific holdings, including both volume and year when applicable.

10-12 For intended purchases, include material actually on order and material for which there is firm authorization to purchase. Do not include material which 'may' be purchased, unless this is clearly so indicated.

13 Reply "Yes" or "No".

14 "Photocopy" includes all types of full-size and microform copying.

15-16 If the OLC's compilation of responses indicates that no OCUL library (and including the National Library of Canada and the National Science Library) holds the title, or intends to purchase, should arrangements be initiated to secure the title, in whole or in part, as a provincial resource? If the responding library has a recommendation on the library which would be the most appropriate location for the title, this should be specified.

17-18 Could, and would, the responding library purchase this title, in whole or in part, if it were determined that it should be acquired as a provincial resource?

19-20 Could, and would, the responding library contribute funds towards the purchase of this title, if appropriate arrangements could be made for cooperative acquisition?

SELECTED PORTIONS:

BOSTON LIBRARY CONSORTIUM:
AN ASSOCIATION OF ACADEMIC AND RESEARCH LIBRARIES

USER GUIDE 1975 - 1976

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Introduction

The Boston Library Consortium, An Association of Academic and Research Libraries, was founded in 1970 to promote cooperation among the members in building their research resources, and to make more readily available their existing collections to their several constituencies. It is also the purpose of the Consortium to promote consultation among the member libraries in the expansion of resources for research in the Greater Boston area, and to develop relationships with other local repositories of research materials through an affiliate membership to the end of fostering a coordinated growth in the Boston research base.

Boston Library Consortium:
An Association of Academic and Research Libraries

Boston College

Boston Public Library

Boston University

Brandeis University

Massachusetts Institute of Technology

Northeastern University

Tufts University

University of Massachusetts at Amherst

Wellesley College

Affiliate Members:

State Library of Massachusetts

University of Massachusetts at Worcester

General Instructions

Consortium arrangements include issuing to faculty members and graduate students of the member institutions Consortium borrowing cards which are honored by the other member libraries. A common application form is used by all of the Consortium libraries. This form is to be requested and filled out at the home library. A Consortium borrower card will be issued by the home library after the completion of the application form.

After receiving a borrower card, the user must also register at each Consortium library he visits. Some libraries, such as Brandeis and the Boston Public Library issue their own card to be used by the patron. Instructions for borrower registration are included in this Guide under each library description.

The borrower is expected to comply with the policies and rules governing each Consortium library he visits. Material borrowed from any library may be returned to the patron's own main library. The borrower card must be validated three times a year at the user's home library. Validation periods will be at the end of the fall semester, end of spring semester and end of summer. Exact dates for validation will be determined by the home library.

Lost cards should be reported to the home library as soon as possible. A new card will be issued.

BOSTON PUBLIC LIBRARY

Copley Square
Boston, MA 02117

Telephone: 536-5400 (Connecting all departments and offices in the Central Library)

Hours:		
	Monday - Friday	9 a.m. - 9 p.m.
	Saturday	9 a.m. - 6 p.m.
	Sunday (Oct. - May)	2 p.m. - 6 p.m.

The Central Library complex in Copley Square offers a General Library in new quarters, with a circulating collection of over 600,000 volumes on open shelves, and a Research Library facility with collections totaling approximately 3.5 million volumes.

General Rules: Any resident of the state is eligible to receive a free borrower's card. Holders of Consortium cards must register as regular users of the Library at the Central Charging Records Department in the General Library or at the Book Delivery Desk, 2d. floor, Research Library. The borrower's card is required for charging General Library materials for home use and in requesting materials to be retrieved from the Research Library closed stack areas. The loan period for General Library materials is two weeks. Renewals are not allowed. A fine of five cents per day is charged for overdue materials. All Research Library materials are non-circulating and must be used in the Library.

RESEARCH LIBRARY PUBLIC SERVICE DEPARTMENTS

Book Delivery Desk

2d. Floor
Ext. 272-273

The Book Delivery Desk is responsible for registering new readers and retrieving and charging Research Library books and periodicals for use within the building.

Department Head: Frank P. Bruno

Catalog Information Desk

2d. Floor
Ext. 271

The professional staff of the Catalog Information Desk assists patrons in the use of the 5000-drawer Research Library Catalog and other guides to the Library's collections, and directs patrons to appropriate sources of reference assistance or further information on Library holdings. As a special service, readers may telephone to have books recalled from stacks and held in advance of arrival.

Department Head: Katherine Dibble

BOOK LOAN INFORMATION

Consortium Borrowing Privileges

At Boston University, all libraries have agreed to honor Consortium Cards issued by other Consortium members: the agreement covers the Law, Medical and Theology Libraries as well as Mugar Memorial Library and its several branches.

All visitors entering the Mugar Memorial Library are required to show identification. Those without a Boston University identification card or consortium card are required to register at the door.

All briefcases and books will be checked at the turnstile exit.

Books circulate for 3 - 4 weeks depending on the charge-out date, and are always due on a Wednesday.

A fine of 15¢ a day per book is charged for all overdue books.

Books should be returned to the Circulation Desk. A night book return drop is located to the right of the main entrance.

Unless requested by another borrower, books may be renewed at the Circulation Desk. No renewals will be made over the telephone or by mail.

Reserve books are not available to consortium members.

Periodicals do not circulate.

RESOURCES AND SERVICES

African Studies Library

This library contains official government documents from all African countries. African newspapers, periodicals, and a pamphlet file are also available for use in that library, and there is a circulating book collection. The library is on the sixth floor and is accessible by the rear elevator. This section is open Monday through Friday, from nine a.m. to five p.m., and on Saturday from nine a.m. to one p.m.

Audio Library

Located on the river end of the second floor, the Audio Library contains musical scores, records, tapes, and listening facilities. All material is listed in a catalog on that floor. An I.D. card is required to obtain listening privileges. Audio is open Monday through Thursday from nine a.m. to nine p.m., Friday and Saturday from nine a.m. to five p.m., and Sunday from two p.m. to nine p.m.

UNIVERSITY OF MASSACHUSETTS/AMHERST

University Library
Amherst, Massachusetts 01002

Telephone: (413) 545-0284 Director's Office
545-0150 Reference Desk
545-0466 Associate Director for Public Services

Holdings and Special Strengths

Holdings as of July 1, 1975 numbered 1,800,000 including microforms. The Library is composed of the Main Library and two major branch libraries; Physical Sciences, and Biological Sciences. A small Music Library also is included in the system. It is limited to records, scores, and other performance works, a number of thematic indexes, and a small reference collection. Monographs and periodicals relating to music are housed in the Main Library.

The basic objectives of the Library are to support the University's programs of instruction, research, and public services.

Subject Strengths

Classical Art & Archaeology
Latin American Studies (especially newspaper backfiles on microfilm, also Argentine history)
German Language & Literature (including microfilm of Yale's Baroque Literature Collection)
Afro-American Studies
Massachusetts & New England History
Alcoholism: Early temperance & Prohibition Movements in the U.S.A.
Slavery & Anti-Slavery
William Butler Yeats
France: French Revolution, 1789-1795
Agriculture
Biological Sciences
Engineering
Chemistry
Mathematics
Polymer Science
Forestry & Wood Technology
Food Technology
Nursing
Environmental Sciences
Geology
Insects (including Guy C. Crampton Collection; also extensive holdings on bees and bee keeping)
Fish & Fisheries
Birds (including Arthur Cleveland Bent Ornithology Collection)
Maps (approximately 80,000; 35% geological, remainder topographic)

Library Borrowing Policies

Authorized borrowers include the students, faculty and staff of the University, the faculty and students of those Institutions which form the Hampshire Inter Library Center, the students and faculty of Institutions of public Higher Education in the Commonwealth, students and faculty of

PROGRAM DESCRIPTIONS/ACTIVITIES

SELECTED PORTIONS

From the annual report of the Associate Librarian for Collection Development
1975-1976

Research Libraries Group

On reading the annual reports from almost all Yale selection officers, one becomes aware that the collection development aspects of the Research Libraries Group have become an important tool to be used in shaping their collections. One selector may choose to emphasize his general hopes for the coordinated building of collections, while another may express in quite

concrete terms something of the financial impact RLG has had on his decision process, but there is no report from any of the selectors in SML which does not indicate both the present value and future hopes for RLG's helping to make Yale's collections more responsive to the educational and research needs for which they are intended. Some notion of the impact of RLG on collection development at Yale may be gathered from the following attempt to summarize the main areas in which that impact has already been felt, and something of its dimensions as expressed by SML collection development personnel.

RLG Serials and Cancellation Programs

In John Williamson's thoughtful report on the RLG serials and cancellation program he has stated that in the first quarter of 1976 Yale placed fewer new subscriptions than any other RLG library and initiated more serial petitions than anyone but Columbia (131 vs 270 from June 1975 to April 1976); further, Yale has utilized the "current only" serial option more than all the others combined. This latter has taken place because the SML selectors clearly understand the kind of newsletter and "quick information" publication for which this serial option is particularly useful. Such active participation by Yale selectors in the serials program is exemplified by Vivian Epstein-Orlowski's statement that the serials option (especially the newsletter "current only" type so prominent in the social sciences) is especially useful because perhaps 50% of the serials she petitions would have been purchased and the other 50% would have been passed over because of budget restrictions.

Mr. Williamson shows how the procedural side of these programs is closely related to that of collection development when he indicates that the searching of serial titles has had the added benefit of identifying science items held in SML (mostly Slavic) which can then be cancelled when refused by Kline and agreed to by the Sterling selection officer. The processing of other RLG libraries serials has served to identify titles which we do not need and which may then be cancelled. This process has also served to turn up internal duplications, especially between SML, Divinity and Kline, some having a saving-value of as high as $830.00. While these cancellations are made possible through RLG Serials and Cancellations procedures, and thus have a certain random character, they serve as a first year prelude to the advantages which may be derived from a systematic review of serials when the tools for the review become available. It should also be noted that the cancellation procedures of SML Bibliographers have not been entirely random, for several have systematically surveyed PRR holdings in areas where other RLG libraries have particular strengths. Mr. Angiletta has begun such a survey and reports that it produced 99 cancellations (64 sent through RLG, 15 where another subscription was in Yale, and 20 monographic serials). Among the Area Curators, the Southeast Asia collection has put through 27 cancellation petitions, and the Slavic and Eastern European Collection has 150 items being considered for cancellation pending information as to the holdings of the other RLG libraries. The Acquisitions Department also aids the Sterling Bibliographers by bringing questionable series to their attention at several stages of the Acquisitions procedure.

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Susan Steinberg has been active in yet another aspect of the serials cancellations program: discarding serials. Useless small portions of important journals, for which we have a current subscription but no considerable back run, can often be discarded when the more complete holdings of other RLG libraries are known (as with the very space-consuming 1866-1888 section of the Journal of Commerce and Commercial, for which New York Public had a complete set on film and Harvard a complete set in hard copy). Similarly, little used material has been discarded because of a Master Copy designation (with a considerable saving of space, as was the case with the little known and little used New Hampshire Racing Commission Annual Report).

Turning to the routines by which these programs are implemented, Yale has streamlined the complicated procedure for handling cancellations in such a way that this burdensome task is spread out among our numerous units without unduly burdening SML or any particular library. Mr. Hanford Le May of the SML pre-order searching division administers the SML portion of this task smoothly and without adverse effect on the general searching capacity of the division, as is indicated by the increased number of searches performed this year.

RLG Expensive Items Program

Almost all of our selection staff have expressed great hope for this aspect of RLG Collection Development programs. Mr. Rannit has said that there is a "feeling of security that one member will acquire material which is expensive and of limited use," and a "sense of relief" that responsibility is being shared in the area of expensive reprints and preservation." For example, the $14,000 film project of British-Russian Diplomatic Correspondence is being circulated among concerned specialists. Our East Asian curator reports that the other Asian specialists are interested in purchasing films they lack from the Hoover Institution's collection of Chinese Communist periodicals and newspapers. Yale and Harvard have already prepared lists of their holdings in this field. When all the lists are received, and a comprehensive picture of RLG holdings discerned, the Asian specialists may then go ahead with plans to share the responsibility for purchasing the films missing and needed at RLG libraries.

Yet another aspect of RLG and expensive purchases concerns those resources Yale is not required to purchase because of their availability at RLG libraries. This aspect has two parts:

1) Those items which a selector might have been required to consider or even purchase if RLG-coordinated collection development facilities had not been available. One selector has called these "non-decisions" or "negative decisions."

2) RLG Collection Development Committee decisions on petitions which have passed through the routines of the expensive items program.

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Though gaining information on the first type involves extra record keeping for the selector, interesting results have been reported by those who have kept such records. Mr. Angiletta, for example, reports that during a recent study of Yale's holdings in post-1945 European political party and pressure group material, he found that the following source materials were already held in RLG libraries and did not have to be purchased: French Communist journals on film, at a cost of $776.74; back run of the East German newspaper Neues Deutschland, at $2,500.00; material dealing with the affiliation of Great Britain and the Common Market, at $850.00. Similarly, the African Collection reports that other RLG libraries hold the following items, making their purchase unnecessary: Government publications relating to Uganda, 62 reels, The Tanganyika Standard (1946-58), 50 reels. Just these selected examples amount to a saving of approximately $7,500.

Turning to the second category, I have examined the Bibliographic Center's records of the 57 petitions processed and completed in the expensive items program for 1975-76. The following sampling of materials taken by libraries other than Yale will reveal something of the scope and value of this program.

There was the following group of valuable primary source material in British history:

Unpublished State Papers of the English Civil War and Interregnum (microfilm: $855.40. Acquired by MH)

National Executive Committee Minutes of the British Labour Party, 1900-1926, 1927-1939. (microfiche: $815.45. Acquired by NNC)

The Underground and Alternative Press in Britain: 83 Underground and alternative groups and papers. (microfiche and film: $575.00. Acquired by MH) +Bound index (2 copies)

Fabian Society Minute Books, 1884-1918 (microfiche: $347.80. Acquired by MH)

Ireland. Parliament. Printed Records, 1613-1800 (Irish Parliamentary Papers) (40 reels microfilm: $1,500. Acquired by MH)

German and French historical sources included these collections:

Die Messekataloge des 16. Jahrhunderts, 4 vols. (1 & 2 available now) (Hardcover: $200 the set. Acquired by MH)

Aeltere Deutsche Universitaetsmatrikeln, 1386-1870 (12 standard works published since 1841 in a selected reprint program; 44 cloth volumes. $2,157. MH has complete set)

Paris. Commune, 1793-1794. Affiches, nos. 1-247 (last published) (Reprint: $482.72. Acquired by MH)

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Area studies materials included Russian newspapers, translations of contempory Chinese documents, a complete run of Japan's first illustrated English language journal, other non-vernacular Chinese materials, and an African newspaper:

Moskovskija Vedomosti; 1813, 1827-1829, 1830-1917 (260 reels microfilm: $6,365. Acquired by MH)

Golos; 1863-1883 (53 reels microfilm: $1,311. Acquired by MH & NNC)

Documents on Contemporary China 1949-1975 (6 sections + loose leaf index) (microfiche $6,850)

Japan Punch (Yokohama) Spring, 1862-March, 1887 (10 vols. reprint: $390. Acquired by MH)

The Chinese Educational Review. Chiao-yu tsa-chih (80 vol. reprint: $848. Acquired by MH)

The Standard; Dar-es-Salaam, Tanzania (daily) 1945-1961 (37 reels microfilm: $510. Acquired by NN)

American studies was represented by the following collections:

Socialist Party of America Papers (microfilm: $3,500. Acquired by MH)

Knights of Labor; The Terence Vincent Powderly Papers, 1864-1937; and The John William Hayes Papers, 1880-1921 (microfilm: $1,680. Acquired by NN)

The John Mitchell Papers, 1885-1919 (microfilm: $1,500. Acquired by NN)

Papers of William Penn (Historical Society of Pennsylvania) + Bound guide (14 reels microfilm: $252. MH & NNC will acquire)

Women & Health/Mental Health (7 sections) (13 reels microfilm: $410. Acquired by MH)

Even though reference works have been largely excluded from the expensive items program, the following reference works were assigned and will aid the users of all the RLG libraries when such information as they contain may be needed by users at one of the other libraries.

Dumbarton Oaks: Harvard University Dictionary Catalogue of the Byzantine Collection (Hard cover: $1,225. Acquired by MH)

Naval Observatory Library (Wash., D. C.) Catalog (Hard cover: $390. Acquired by NN)

Bibliography of American Women; Part 1 (microfilm: $1,500. Acquired by MH)

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United States Congressional Hearings Witness Index; 25th-89th Congress (1839-1966) (microfilm: $1,925. Acquired by MH)

Index to three Canadian newspapers: Le Devoir; La Presse; Le Soleil. 1974 & contin. ($460./year. Acquired by MH).

The 19 expensive items shown in this sampling amount to $30,549.00 in research materials available to Yale researchers at RLG libraries.

The other aspect of this program, of course, concerns those expensive items taken by Yale. They are as follows:

Science Fiction Periodicals, 1926-1945 (63 reels microfilm: $1,950)

Nanyang Siang Pau (Singapore); 1923-1941; 1946-1972 and contin. (196 reels microfilm for 1923-1941; $3,968. To be bought in sections)

Indian Rights Association Papers, 1882-1965 (microfilm: $2,700)

Thomas de Cantimpre (ca.1200 - ca.1270)De Natura Rerum (Facsimiles: $737)

Reform of Local Government Structures in the U.S., 1945-1971 (microfilm: $1,010)

The total value of items assigned to Yale amounts to $10,365.00. While it would be most gratifying to report that Yale's $10,365.00 contribution nicely matched the $30,549.00 contribution of the other libraries, it must be remembered that my sampling consisted of only 19 items out of 57, thus leaving 33 (subtracting the 5 items taken by Yale) records unmentioned. Many of these were in areas of little interest to Yale, and some were records of petitions withdrawn, or for collections already widely held among the four institutions. It can be reported, however, that Yale's contribution was comparable to that of the other libraries for those materials of vital interest to its researchers.

One final aspect of RLG and expensive purchases is more difficult to capture in statistical form. This is the contribution made by Yale selectors adding to areas of traditional strength and research interest which are not appropriate to the petitioning for purchase routines of the RLG Expensive Items program. For example, our purchases in the Western Americana (excluding rare material for Beinecke) field can not be included in the records just examined. Neither can Susan Steinberg's purchase of 50 antebellum Alabama newspapers and 8 similar newspapers from Mississippi. They are, however, recorded in the data base of materials purchased by RLG libraries; thus they will be known to the other RLG libraries through the Bibliographic Center, but will not be counted as a part of Yale's contribution to the Expensive Items program. This will also be the case for many collections purchased by the other libraries.

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Subscriptions for Microfilms of Current Newspapers:

During 1975-76, the RLG Collection Development Committee prepared a list of all its libraries' holdings of such subscriptions. Duplications were examined and discussed from the point of view of the research needs of each institution. After due consultation with the selection officers involved, Yale cancelled 15 microfilm subscriptions. The yearly saving involved in these cancellations was $1,573.19.

Summary

The total of sample figures cited above in the RLG section of this report concerning the effect of RLG on Yale collection development comes to $39,622.00. This means that in 1975-76, Yale selectors were relieved of the necessity to purchase a minimum of almost $40,000's worth of library materials falling into the expensive purchase category.

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YALE UNIVERSITY LIBRARY

Information Leaflets

The Research Libraries Group

For several years, the Yale Library has been working with the libraries at Harvard and Columbia, and with The New York Public Library, to form a consortium called the Research Libraries Group (RLG). The purpose of the consortium is to make available mutually the research materials held by all member libraries, and to take such steps as may be necessary to acquire a larger portion of the materials of concern to scholarship than any of the member libraries could acquire independently.

Ultimately, this cooperative effort will bring a number of benefits to users of the RLG libraries. Immediately, however, users of the Yale Library will have improved access to the 26.5 million books in the four member libraries. Several services will make this possible.

Shared Resources Program. Qualified users of the Yale Library (students, faculty and staff) may ask that materials held by the other three libraries be borrowed for their use. This service resembles traditional interlibrary loan, but has several features that are improvements over it:

-- All students, including undergraduates, may request loans.

-- Resources held by The New York Public Library, until now only available in that library, may be requested.

-- RLG has established a Bibliographic Center, located in the Yale Library, which searches for materials needed by users, and is usually able to obtain locations more quickly than can conventional interlibrary loan procedures.

-- A delivery system, operated through United Parcel Service, provides faster delivery of materials being loaned than can be provided by conventional means.

Certain materials, such as rare books, original manuscripts, reference books, fragile materials and the like may not be borrowed, but most materials are eligible for loan.

Photocopy Service. Materials which are not available for loan, or items which are brief, such as journal articles, may be obtained in photocopy from RLG libraries. There is no charge for this service, but only items of reasonable length should be requested; longer items should be borrowed for use in the Yale Library. Photocopies will not be requested if the Yale Library owns the item being requested.

On-Site Access. For a number of reasons, Yale readers may find it necessary to visit other RLG libraries; they may need to consult runs of serials; they may need to see a number of sources not available at the Yale Library; they may need

materials which cannot be loaned or photocopied. Yale readers may now request service at the other member libraries of RLG by presenting their Yale identification cards. Yale readers will be permitted to use books in the other member libraries but will not be able to borrow books. In some cases, it will be possible to obtain entrance to the bookstacks, although this privilege will not be available to undergraduate students. In general, the intent will be to extend to Yale graduate students and faculty the policies which govern local users. Borrowing fees may be adjusted if Yale users wish to pay the standing fees in order to borrow books.

Using RLG Services. The intent of these services is to make it easier for users of RLG libraries to obtain materials held by other member libraries by removing some of the obstacles that have made access difficult in the past. Users of the Yale Library may utilize the RLG services described above as follows:

-- Shared Resources: If the Yale Library does not have the source you need, ask for assistance at the Reference Desk or the Interlibrary Loan Office in the library at Yale which you normally use. The staff at either point will assist in searching the Yale catalogs and in verifying your request; the Interlibrary Loan Office will transmit requests to the Bibliographic Center and will request loans from other RLG libraries. Because of many complicating factors, it is impossible to predict delivery time, but the aim is to have material ready for your use at Yale within five working days.

-- Photocopy: As with the Shared Resources Program, ask for assistance at the Reference Desk or the Interlibrary Loan Office. The goal is to deliver photocopy within five working days. Photocopy will be provided if it falls within the fair use provisions of copyright law. Whether photocopy is originally requested or is sent in lieu of loan, there is no charge. Users will have to pay for photocopies requested outside the RLG network, as in the past.

-- On-Site Access: If you wish to find whether an RLG library has a resource you need, or if you know the resource you need is located in a specific member library, or if you are working on a project that requires you to use the resources of another RLG library, stop at the Reference Desk. The librarian on duty will assist in searching, and will try to find library locations for the material you need, working with the Bibliographic Center as necessary. If the work you need is located, it may be possible to have it held for your use. At the host library, present your Yale identification at the Privileges Office in order to obtain a temporary pass. Yale users are strongly advised to ask for assistance locally before appearing at another member library. The reference librarians at Yale may be able to find that the work you need is available here; they may be able to advise you as to which other library in RLG is best approached for the study you have in mind; or they may be able to arrange to have books held for you.

LIBRARY COOPERATION IN ONTARIO UNIVERSITIES:

THE PAST IS PRELUDE

by

William Ready

and

Tom Drynan

McMaster University

Hamilton, Ontario

March, 1976

Library Cooperation in Ontario Universities: The Past is Prelude

Ever since the publication of the Spinks report in 1966, the university libraries of Ontario have been concerned with the task of maintaining their integrity as separate institutions and at the same time working toward the establishment of a province-wide university library system. Although the universities did not agree with the major recommendation regarding the establishment of a University of Ontario and a centralized provincial university library, they did agree with the principle of sharing the resources of the university libraries. The guidelines were described in 1968 at a joint meeting of the Council of Ontario Universities and the Committee on University Affairs:

> *That each university be prepared to commit itself to participate in an Ontario universities' library system, the principal features of which would provide for the various libraries to be essentially self-sufficient in the provision of service for undergraduate use, and to be effectively interdependent in the provision of service for research and graduate use.*
>
> *That with such system development it would be anticipated that there would be appropriate coordination and centralization of technical processes, that library automation would be introduced where appropriate, and that there would be appropriate centralized storage of less frequently used library materials.*

The university libraries have made some progress in both of these areas and have begun to achieve the basic goal of a provincial library system based upon a bibliographic centre. A Research and Planning Officer for the centre was appointed in 1969 to promote any appropriate cooperative activities. In December, 1970 the Council of Ontario Universities formally established the Office of Library Coordination which reports to the Board for Library Coordination on all cooperative projects.

The proposition of sharing the resources of the university libraries in Ontario can be divided into two different challenges, the first is

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providing access to the materials, and the second is providing bibliographic information on what materials exist and where they are located.

A. Access to the Materials

The first challenge was by far the easiest. Aside from the installation of Telex communications, two major projects were launched to assist in providing the access for all graduate students and faculty in the universities.

1) The Inter-University Transit System (I.U.T.S.)

The establishment of a transit system in 1967 connecting all of the university libraries of Ontario and the two national libraries was the first concrete example of library cooperation and the beginning of a system for sharing resources. With communication by TELEX and the utilization of three station wagons for daily pick-up and delivery at each institution, an Ontario university libraries system has been in operation for almost a decade. The success of the system is attested to by the fact that responsibility for it was later assumed by the secretariat of the Council of Ontario Universities. The scope of the project was then expanded to carry a wide variety of inter-university materials and connections were extended to the offices of the Association of Universities and Colleges of Canada, the Ministry of Colleges and Universities, the Ontario Universities' Application Centre and the Ontario Council on University Affairs. There is also a connection at the University of Ottawa with all of the Quebec universities through a similar transit system called PEBUQUILL.

In 1974-75 almost 50,000 items were carried between the universities of Ontario plus an addition of 10,000 items through the Quebec connection. With the expansion to include additional materials, an estimated $50,000 was saved during 1974-75 in postage.

2) The Inter-University Borrowing Project (IUBP)

The I.U.T.S. system greatly improved the mechanics of sharing resources through inter-library loan. Upon request, researchers can even travel on the I.U.T.S. van to other institutions. There remained,

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however, the problem of faculty and graduate students who travelled to another institution to use the resources and wished to borrow some of the materials from that library. Prior to 1974 the researchers could not borrow directly; they had to use the materials in the library or arrange to have the books sent to their own university by inter-library loan.

An inter-university borrowing project began in November 1974 which permits visiting researchers to borrow directly. A special OULCS Borrowers Card is issued by the home library which assumes full responsibility for the materials and any fines incurred by the people to whom it has issued cards. All of the universities are now participating in the project and it is regarded by the Board for Library Coordination as a major step forward in the cooperative use of Ontario's academic library resources.

B. Access to the Bibliographic Information

The need to provide bibliographic information on what materials exist and where they are located is much more difficult to satisfy. There have been a number of sources of information on the location of materials for several years. The most outstanding to date are the *National Union Catalogue* and *New Serials Titles* which are produced in the United States. Canada also has some excellent sources of information. The Canada Institute for Scientific and Technical Information produces an excellent union list of scientific serials. The National Library maintains a union file of serials in the humanities and social sciences as well as the *Canadian Union Catalogue* for monographs. Over 300 libraries report accessions to the National Library which integrates them into a manual card file consisting of over eleven million cards in almost 9,000 drawers. If a faculty member or graduate student needs some material which is not in the local institution, a Telex message is sent to the National Library which responds with notification of any registered locations. At present the *Canadian Union Catalogue* is an essential hub of the inter-library loan activities of the universities.

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In spite of its present usefulness, the *Canadian Union Catalogue* is a rather cumbersome manual file which provides only one access point to the bibliographic information. As with other libraries throughout the world, the National Library has recognized the need for developing an automated union catalogue which would provide a mechanism for reporting holdings and sharing cataloguing information as well as permitting a wide variety of access points. The Ontario Universities' Library Cooperative System has always regarded itself as a regional group working toward the same goals as the National Library and has worked closely with the National Library in the various projects which it developed. The time and resources allocated by the Ontario universities to its various projects relate closely to the areas where the greatest need for progress has been shown. The four union projects described below are all attempts to meet present requirements and at the same time work toward a total regional union catalogue as a module of a national system.

1) The Maps Project

In May of 1973 a meeting was held under the auspices of the Office of Library Coordination to investigate possible areas of cooperation among the map libraries in Ontario universities. The initial proposal involved the development of a regional shared cataloguing listing system based on one of the existing systems, however, the group finally decided not to proceed in that direction. The participants agreed to continue to work through the Association of Canadian Map Libraries in support of the national system being developed at the National Map Collection of the Public Archives.

Since the completed version of the national rules for cataloguing and format were still a few years in the future, the group embarked on a more modest regional project in the summer of 1975. A union list of atlases was begun based on the list produced by L'Université Laval. Twelve institutions agreed to participate by sending information on their Atlas holdings to the Map Library at McMaster University where they were integrated into a union list. The twelve institutions are Brock, Carleton,

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McMaster, Ottawa, Queen's, Toronto, Trent, Waterloo, Western, Wilfrid Laurier, York and Laval. The list containing over 3,000 titles, will be published this spring and available through the Office of Library Coordination.

2) The Cooperative Union Serials System (CUSS)

A major portion of the interlibrary loan traffic is in the area of photocopies of journal articles. In fact they comprise over 60 percent of all loans at McMaster. With the availability of the inter-university transit system, a union list of the serials holdings of each of the participating libraries was considered highly desirable. Since several of the libraries had computer based systems for listing their serial holdings, an attempt was made to merge these into one union list of serials. Six Ontario universities contributed their data tapes for the first list. Each of the individual files was converted to a common format, matched by computer and sorted alphabetically by title.

The first edition of the CUSS list was produced in March of 1973 containing the serials holdings of Brock, Guelph, McMaster, Western, Windsor and York. It contained about 35,000 titles and 6,000 cross references on 6,752 pages. A second edition of the list was produced in January of 1974 which included the updated files of the original six institutions as well as the files of the University of Waterloo and Metro Toronto Public Library. It contained almost 65,000 records on 7,142 pages. A third edition was produced in April 1975 which added three more files to the list: Wilfrid Laurier, Hamilton Public Library, and the Science and Technology list of the University of Toronto. With the anticipation of a rather large and cumbersome list, this edition was produced on COM (computer output microfiche). It contained 79,134 titles and 7,614 cross references on 9,758 pages, which was reduced to 24 microfiche cards. Copies of this third edition are available from the Office of Library Coordination.

Thus there exists now a union list of serials representing the holdings of nine Ontario universities and two public libraries. The

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differences in local cataloguing practice and the problems inherent in a computer matching of local files, produce some errors in the list, however, it has proved to be an exceedingly useful list for inter-library loan offices in the Ontario Universities.

3) The Government Documents System (CODOC)

Most of the Ontario universities maintain separate government document collections which are not catalogued according to the Library of Congress system. A computer based listing system was developed at the University of Guelph which provides an economical method of indexing and processing these publication. During the past five years several other universities have decided to adopt the system and it has been transformed into one of the most successful cooperative systems in Ontario. Ten Ontario universities (Guelph, Western, McMaster, Queen's, Waterloo, Lakehead, Laurentian, Wilfrid Laurier, Windsor and Toronto), one Quebec university (Sherbrooke), and a federal government department (External Affairs) are now participating.

Initially some institutions took the system and altered it to suit their own particular ideas. By 1972, however, it was obvious that in order to gain full advantage of the system a unified approach must be made to eliminate the local variations. Under the aegis of the Office of Library Coordination a government documents project was begun which has accomplished a great deal in the last four years:

1) All participants agreed to follow the same system and coding practices.
2) All the computer programmes were revamped and new programmes written to accommodate a multi-university environment.
3) The existing coding manual was rewritten jointly by the participants and published.
4) Areas of coding responsibility were assigned to reduce the duplication of effort and provide a shared system for establishing authoritative entries.

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5) The entire system has been well documented so that each new participant can easily adopt the system.

6) The documentation and programmes have been sold to some libraries and consortia outside of Ontario which has generated some income to assist in the ongoing process of refining the system.

Each of the participants runs its internal system on a local computer or contracts with another institution in the system. A variety of catalogues are produced from the local files which provide a number of accesses to the documents collection: by document number, by title, by personal and corporate author and by series. A KWOC index, which permutes the significant words in the title, provides a form of subject access without the expense of subject cataloguing.

The union catalogue is built up by merging all of the local files. In this regard it is similar to the Cooperative Union Serials System. The most significant difference, however, is the fact that each institution follows the same standards and the same programmes, which allows much more flexibility in the sharing of records. Twice a year each participant submits a copy of its master file and these are merged to produce three union master tapes. These tapes are converted by a COM process to microfiche producing three catalogues: a union shelf list, a union title catalogue and a union corporate author index. Each month between the production of the full list the individual institutions submit tapes of new records and cumulative supplements are produced. The institutions can also use the records of other institutions by extracting records from the union file on a monthly basis.

With over 270,000 records in the union file and ten Ontario universities now participating, the CODOC system is an excellent example of the progress being made in the slow and sometimes painful process of developing a union catalogue of resources within the Ontario universities. The value of this unique union file is attested to by the fact that Canada Institute for Scientific and Technical Information is presently

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negotiating the lease of the file to include in the CAN/SDI information service.

4) The UNICAT/TELECAT System

The UNICAT/TELECAT System is by far the most important, most complex, most promising and most frustrating cooperative project established by the university libraries. It is an on-line catalogue support system which is also building up a union catalogue of books for the participants.

After many months of planning, a demonstration project was begun in 1973 to assess the capabilities and benefits of a union catalogue system for monographs. Supported by a grant from the Ministry of Colleges and Universities, six Ontario universities (Toronto, Western, York, McMaster, Guelph and Brock) initially participated. They were joined by McGill and Laval whose participation was supported by the Conference of Rectors and Principals of the Quebec Universities.

The project is described in great detail in the report to the Ministry produced by the Office of Library Coordination.* There are presently sixteen institutions involved in the system: seven Ontario universities (Toronto, Western, York, McMaster, Guelph, Brock and Lakehead), one Ontario Public Library (Hamilton Public), one government department (External Affairs) and seven Quebec libraries (McGill, Laval, Montreal, Sherbrooke, Concordia, Bishops and Bibliotheque National. Utilizing the facilities of the University of Toronto Library catalogue support system, the group has created a union catalogue of over 200,000 records containing over 300,000 indications of library locations.

From the beginning the project was planned to be used not only by all Ontario universities but by other libraries in the province. A regional bibliographic system was foreseen which would be a module or have direct interface with the planned national system. The expansion within the province has been slower than anticipated, however, the expansion into Quebec has made it into much more than a regional system

* UNICAT/TELECAT: A report on the cooperative use of a computer based cataloguing support system. Toronto, Council of Ontario Universities, 1975.

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already. Although there are a large number of Quebec institutions involved, the union file is still predominately an Ontario university union catalogue. Eighty percent of the file represents holdings of the Ontario university participants. It is still not a significant proportion of the total holdings of even the participants yet it is the nucleus of the long sought union catalogue.

The involvement of several libraries outside of the Ontario Universities necessitated a reexamination of the structure of the cooperative efforts particularly for UNICAT/TELECAT. In November 1974, several alternates were discussed but the Board for Library Coordination deferred the question pending further developments. In February of 1976 it was unanimously agreed that the participants form a separate corporation to run the cooperative system. A committee is presently working on the terms of reference and organization of the proposed corporation.

Technical difficulties have hampered its development sometimes to a stage that has brought near despair; however, this has been the case with the previous control plans which started earlier in the United States. The development of the National Union Catalogue went through years of struggle before attaining its present success. In searching for an alternate scheme, it has been the concensus of opinion that the IBM project mounted at the University of Dortmund could prove efficacious upon conversion to the North American requirements. Several on-the-spot surveys were made and the reports were generally in favour. In the meantime, however, the UTLAS system has overcome many of its technical difficulties, which were largely due to Xerox hardware problems, and we are currently receiving adequate service within the limitations of its state of present development. Considering all of the difficulties which have been encountered in reaching this present state, there has been remarkable progress. The group has been uniformly praised for the standards it has established and these same standards are being used by several libraries outside of UNICAT/TELECAT. Most important, however, is the fact that the group has shown that a cooperative effort to build up a machine readable union catalogue can work. The expertise which has developed both within the participating libraries and in the Office of Library Coordination is invaluable.

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Conclusion

During the past decade, and particularly the last five years, much progress has been made in the development of library cooperation among the universities. Graduate students and faculty may now utilize the resources of all of the university libraries. Union catalogues have been developed for atlases, serials, government documents and monographs. Much has been done, but much more needs to be done.

Involvement with the UNICAT/TELICAT system has produced times of euphoria and disillusion. Breakdowns at the computer facilities, ominous announcements of the demise of the computer manufacturing company, conflicts over priorities, adjustments to a totally new system, breakdowns in human communications, personality conflicts, rising costs, and finally the search for an alternate system have all had their effect on the participants, the University of Toronto Library Automation Systems staff and the non-participating universities. The result has been the creation of a state of uncertainty and a feeling of loss of direction by many people both within and without the system. After years of progress, the commitment to the goal of a union catalogue appears to be flagging. Regardless of whether this union system is built up through the facilities at the University of Toronto or through an alternate system, there must be a revitalization in the commitment of the present participants and an active commitment on the part of the non-participating universities to the common goal. Otherwise the progess of the last few years will be lost.

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SELECTED PORTIONS

COOPERATIVE ACTIVITIES OF THE UNIVERSITY OF CALIFORNIA LIBRARIES

by

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December 1976

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OVERVIEW

University of California libraries engage in a variety of cooperative activities ranging from bilateral agreements between campuses to national and international programs. All of these activities are undertaken in relation to each library's principal goal, to serve the instructional and research needs of its campus community, as well as the secondary goals of service to the State and the Nation. Some campus needs can be met through cooperative resource sharing, while others require on-campus availability of materials. The Executive Director of Universitywide Library Planning has suggested that the key factor is the immediacy of the user's need for a particular item. If a user can afford to wait more than 24 hours for a specific work, his need can be fulfilled by reliance on resources remote from the home campus. In order for such service to be effective, current information about collections must be available, the user must have access to the collections, and collections should be complementary. This report outlines current programs and activities which provide these elements for the sharing of library collections and services among on-campus and off-campus users.

Information about the general and special collections on the UC campuses has been made available to a wide audience through the publication and distribution of systemwide lists of library holdings. Machine-readable data bases are being built and maintained which will guarantee more complete information in the future. Campus and regional lists of periodical holdings and new titles, and catalogs of special collections, provide potential users with current and specific information about the University's library resources. Participation in national projects to publish holdings information provides even more widespread access to the University's collections. UC libraries exchange catalog cards and contribute catalog cards to regional referral services, thus sharing information about collections and reducing the amount of duplicative cataloging. With the implementation of computerized on-line cataloging, sharing of cataloging information is becoming more efficient and users can look forward to immediate access to current information about library collections throughout the system.

Once users have identified and located needed material they need to have access to collections either via direct borrowing or through a fast and efficient interlibrary lending service. In recent years UC libraries have instituted policy and procedural changes and have entered into cooperative agreements which have facilitated the use of their collections through interlibrary lending and direct borrowing. Increased use of teletype (TWX) communications, commercial delivery services and intercampus buses has improved interlibrary lending response time. Participation in regional library networks, agreements with individual institutions, adoption of more liberal lending policies, and transportation of users via intercampus buses have made UC collections available to a larger off-campus population.

As information about collections becomes more readily available and access to those collections is further improved, coordination of collection development activities among the campuses will increase. Currently UC libraries have many formal and informal cooperative collection building agreements with each other and with other California libraries. Such cooperation takes many forms: exchanging information about expensive purchases to prevent duplication; making joint purchases of expensive items; routing duplicate and unneeded materials from one campus to another; aiding in the development of new collections; and avoiding duplication in special areas of primary collection strengths.

The reference, information, and instructional services of UC libraries provide aid and training for library users. Various cooperative activities increase the effectiveness and scope of these services. Campus libraries provide reference service for several regional library networks as well as for many off-campus users of the library. Cooperation also extends to the new technology of on-line computerized searching for materials needed in research. UC libraries have cooperated to offer computerized search services to UC and non-UC users alike. In addition, cooperative efforts among librarians to develop effective methods for teaching the use of libraries have increased the number of informed, effective library users.

Automation projects and programs support many of the cooperative

activities noted above. Coordination of these activities at the systemwide level is provided through the Universitywide Library Automation Program (ULAP) under the general direction of the Executive Director of Universitywide Library Planning. ULAP is responsible for production of systemwide lists, catalogs and data bases, and for coordinating the purchase, implementation and evaluation of computer systems and products acquired from outside vendors. In addition to systemwide cooperation, the UC libraries have assisted each other by sharing computer capabilities, programs, and systems. UC has also cooperated with other institutions on automation projects.

Encompassing all of the cooperative activities noted above are the planning and coordination efforts of UC systemwide and regional groups. The systemwide Library Policy Steering Committee and the Executive Director of Universitywide Library Planning provide the administrative focus for planning and coordination activities which affect the entire library system. The Executive Director has issued a draft plan for the future development of UC libraries which is now being reviewed and critiqued by librarians, faculty, and administrators throughout the University. The Library Council provides a forum for consideration of systemwide policies, procedures, and plans. Task groups dealing with specific library issues and the Librarian's Association of UC (LAUC), through its committees and officers, provide valuable input for systemwide planning. Library administrators of the northern and southern campuses also meet to consider planning and coordination activities in their regions. UC librarians confer with colleagues at regional and national meetings and coordinate various aspects of library service.

The University has also worked with other libraries in the State to make possible the California Library Authority for Systems and Services (CLASS). CLASS is a statewide library network for coordination of library development and resource sharing to provide better library service to all residents of California.

All of the cooperative activities of the University of California libraries serve to increase the resources available to UC and non-UC users. Most of the programs, at least initially, also increase library

operating costs. Some services are funded through specific federal and state legislation or private foundation grants, others are supported by special Universitywide funding, and still others are undertaken at additional expense to the libraries involved. The current activities discussed in this report will have to be evaluated in terms of user needs, library goals, and available funding to plan realistically for future effective library service within the University and throughout the State.

SHARING RESOURCES

The sharing of resources among libraries takes several forms; basically it involves linking the user with needed material or information regardless of the library in which that material or information is housed. In order to do this, the user or librarian must be able to determine where the material is and must be allowed either direct access via borrowing privileges or indirect access via interlibrary loan. The process of bringing a user and needed material together may also involve guidance and education of the user.

Identification and Location of Materials

To make the most efficient use of the total library resources of the University of California, users need easy access to information about the general and special collections on all of the campuses. They must be provided with the means to identify needed materials and to locate them within the system. In recent years much has been done to improve access to such information. Catalogs, lists, and data bases have been created at both the systemwide and campus levels which are used by librarians to direct users to the appropriate library and to aid in cooperative collection development efforts. Production of such tools is a continuing process which is essential to further cooperation among the UC campuses and with other libraries in California and the West.

Systemwide Lists. With the cooperation of all UC campuses the Universitywide Library Automation Program (ULAP) published in 1972 The University of California Union Catalog of Monographs Cataloged by the Nine Campuses from 1963-1967 (UCUCS). This 47 volume work gives complete bibliographic information and UC locations for approximately 798,000 titles and serves as a supplement to the UCLA and Berkeley book catalogs published by G. K. Hall in 1963. The Union Catalog was distributed in multiple copies to each UC campus and the California State University and Colleges (CSUC) purchased 19 copies at half price for distribution to the campuses in that system. The statewide availability of this

information about the UC collections greatly facilitates interlibrary lending and direct borrowing activities.

Since 1967 each campus has provided ULAP with catalog cards for books processed for their collection. These cards will provide the basis for a universitywide machine-readable data base of bibliographic information. Conversion of the manual records into machine-readable form began as a major project; but as more of the libraries' cataloging is done via computer, the time necessary for the conversion process will be decreased and the data base will be created as materials are cataloged. Information in the files may be used to produce future union catalogs or may be accessed directly via computer terminals.

In April 1976 another useful tool was produced by ULAP: the first edition of The University of California Union List of Serials (UCULS). This microfiche listing contains information on approximately 244,000 serial titles owned by UC libraries. Each campus contributed a machine readable file of its serial titles; these files were then merged by ULAP to produce a union list. The ULAP staff used the computer programs developed at the Berkeley campus for its serials list, with some additions and modifications. One copy of the list, along with a microfiche reader, was supplied to each UC campus. A copy of the list was also given to each CSUC campus. UCULS will be issued at least annually providing much needed information about UC's extensive serials holdings. Plans are also underway to include CSUC serial titles in the list as soon as possible.

Campus Lists. The individual campus libraries also issue, maintain, and distribute a variety of catalogs and lists which provide information about their collections. All campuses produce frequent lists of their currently held serials titles and most campuses send copies of these lists (either the most recent or next most recent) to other libraries in the UC system. In some cases, the lists are also provided to other institutions. UCLA distributes its Current Serials Titles List to many CSUC libraries. Davis distributes its serials list to CSU Chico and CSU Sacramento as well as to other academic libraries and reference centers in the area. Riverside produces a microfiche version of its serials list

that is distributed free to all UC campuses and to CSUC campuses south of Fresno. It also offers the fiche on subscription to other libraries in the region. Santa Barbara sends its lists to California Polytechnic State University. In 1973 Berkeley published the first edition of its Serials Key Word Index, which provides a subject as well as title approach to serials. This three volume work was distributed free of charge to UC and CSUC campuses. The 10 volume 1974 edition which includes San Francisco serial titles was distributed within the UC system and offered at a substantially reduced price to CSUC, which purchased copies for all of its campuses. Both lists were sold nationally. San Francisco also distributes over 300 copies of its annual current serials list to libraries and institutions requesting it. In 1974 UCLA compiled a list of newspapers currently received on that campus and distributed copies to other UC libraries. A new edition of the list, to include retrospective titles as well, is planned to be produced on microfiche in 1977 and will be sent to all libraries currently receiving the Current Serials Titles List.

Berkeley and Los Angeles also produce supplements to their main catalogs containing information about material recently received, in process, or given temporary cataloging. These lists are distributed to other UC campuses. The UCLA CATSUP (Catalog Supplement) biweekly editions are also sent to CSUC campuses. The book catalog of the Santa Cruz library is sent to Cabrillo College, facilitating use of UCSC collections by the students and faculty at that community college.

Special collections on several of the campuses have been made more accessible by way of published catalogs and lists. Notable examples of such works are the G. K. Hall published book catalogs of the collections at the Institute of Governmental Studies and East Asiatic Library on the Berkeley campus. G. K. Hall will also publish a catalog of Riverside's MUSAT (Moisture Utilization in Semi-Arid Tropics) collection. These catalogs are distributed without charge to all UC campuses. Santa Barbara has created a computerized data base describing its collection of over 24,000 art exhibition catalogs. UCSB uses this data base to produce semiannual lists which are distributed to other UC campuses. A similar data base is being compiled for the Boucher Collection of archival music recordings; at the completion of this project information about

this unique collection of approximately 11,000 recordings will be available throughout the system. In addition to these major works, many branch and institute libraries at the University produce periodic accessions lists, (i.e. lists of new material processed into their collections) which are widely distributed.

Regional Catalogs and Lists. UC libraries also contribute to a variety of regional lists and catalogs. These cooperative projects provide bibliographic access to several subject collections maintained by the University of California. Los Angeles, San Francisco, Irvine, San Diego, Berkeley and Davis submit catalog cards for books in the health sciences to the Pacific Southwest Regional Medical Library Service (PSRMLS), housed in the Biomedical Library at UCLA. These cards along with others from libraries in the region form a union catalog used by PSRMLS for its referral and interlibrary lending services. Davis participates via the Mountain Valley Library System in a continuing project to compile a computerized Inventory of Research Materials in the Tahoe Basin. This federally funded project is being conducted by the Sierra Information Consortium, which includes libraries from the California and Nevada counties which surround the Tahoe Basin. Davis has also agreed to lend normally non-circulating materials which appear in the inventory. The Forestry Library at Berkeley participates in the Pacific Coast Forest Research Information Network (PACFORNET), which includes the Pacific Southwest Science Literature Service (the library of the U. S. Forest Service), the State libraries of California, Oregon and Washington, the Forest Resources Library at the University of Washington and the Northwest Bibliographic Center. PACFORNET publishes a monthly accessions list of new additions to these libraries, making information about UCB's forestry collection and others in the network readily available to the public. Information about the Berkeley Music Library's periodical holdings has been made more widely accessible through the efforts of UCB librarians working with the Northern California Chapter of the Music Library Association to compile a regional union list of music periodicals. The sixth edition of the list is now in preparation. Map librarians at UCB have compiled a union list of Mexican and Central

American map series held by Berkeley, Davis, Santa Barbara, Santa Cruz, and Stanford. A similar list of South American map series is now in preparation. A list of Latin American newspapers in Southern California libraries is being compiled at Riverside. These are but a few examples of the specialized regional lists to which UC libraries contribute; similar lists and catalogs exist in many other fields including law, science and technology, and government publications.

National Lists. UC campuses participate in a variety of national programs which provide access to information about their collections. The Library of Congress is notified of additions to many of the University's collections for input into the National Union Catalog and New Serials Titles; these catalogs are issued frequently and provide widespread information about the holdings of libraries throughout the United States. UC also participates in the CONSER (Conversion of Serials) project which will result in a national data base of bibliographic information on serials. Through this project certain selected research libraries are converting serial records within a specific section of the alphabet into a standard machine readable format. The University of California, through the Universitywide Library Automation Program, is responsible for converting serial records beginning with the letters B, C, and D. As part of this process the UC serials data base records can be upgraded to create a more complete local serials file. The UC libraries which participate in the Pacific Southwest Regional Medical Library Service also contribute bibliographic information to the National Library of Medicine's SERLINE file. SERLINE is a computerized listing of serial titles held by libraries designated as health science resource centers throughout the U. S. A project of national scope to which the University libraries have contributed time and expertise, as well as records, resulted in the publication of Titles Classified by the Library of Congress Classification: National Shelflist Count. Berkeley provided staff for the collection, organization, and programming of data from 26 major research libraries, including libraries on the nine UC campuses. The primary objective of the report, issued this Fall, is to provide information about the subject distribution of holdings among these libraries. The

report, initiated by the Chief Collection Development Officers of Large Research Libraries, a discussion group of the American Library Association, is the first step in an effort to develop a coordinated national program for evaluating the subject strengths of major research collections.

Catalog Cards. Another activity which improves bibliographic access to UC collections is the exchange of catalog cards among various campus libraries. Such exchanges provide information for the use of special collections, facilitate cooperative collection development, and reduce duplicative cataloging. The Berkeley Agriculture Library catalogs publications from the California Agricultural Experiment Station, the Cooperative Extension Service, and the Division of Agricultural Sciences; duplicates of cards for this California Index are sent to the Davis and Riverside campuses. The East Asiatic Library at Berkeley sends cards for material added to its collection to Los Angeles and Santa Barbara. Catalog cards for Japanese and Chinese materials are also exchanged among the Southern California East Asian Libraries group, which includes UCLA, UCSB, the Claremont Colleges, and San Diego State University. San Francisco exchanges cards for all current monographic cataloging with the Davis Health Sciences Library. UCSF, using some bibliographic information from Davis, catalogs the Landmarks of Science microcard set and sends cataloging copy to Irvine for production of cards to be used by that campus, San Diego, and Los Angeles. The Berkeley Law Library exchanges selected catalog cards with Davis, Stanford and the Graduate Theological Union. The Institute of Governmental Studies Library at Berkeley sends cards to the California State Library for use in the Administrative-Legislative Reference Section.

On-Line Cataloging. Cataloging books through the use of a computer is one of the most significant advances being made by libraries in the nation and throughout the world. On-line cataloging is faster than the manual operations it replaces and the data base it builds offers a variety of opportunities for improved access to information about local and remote collections. When all UC campuses are inputing cataloging information via computer, a user or librarian will be able to query a central

machine-readable data base to find the latest additions to any of the nine collections. Several of the campuses are currently engaged in experiments utilizing the two major on-line cataloging systems now in operation for academic libraries: the Columbus-based OCLC (Ohio College Library Center) system which serves over 700 libraries, and the multifaceted Stanford-developed BALLOTS (Bibliographic Automation of Large Library Operations using a Time-sharing System). Berkeley is using BALLOTS for searching and cataloging materials in its central processing departments. San Diego has installed OCLC terminals for use in current cataloging and is testing the system's effectiveness in processing backlogs of uncataloged material. At Los Angeles OCLC terminals are being used for cataloging materials for the Law and Biomedical Libraries. The Physical Sciences Libraries and the University Research Library at UCLA are testing both BALLOTS and OCLC. The other UC campuses are also scheduled to experiment with these systems. All of these operations will be evaluated by campus and Systemwide staff and a decision will be made in 1977 about the use of one on-line cataloging system for all campuses.

Delivery and Use of Materials

As UC libraries have worked together to make it easier for users to identify and locate needed items, they have also instituted changes and entered into agreements which facilitate the delivery and use of library materials. University of California library collections have been made easily accessible to a wide spectrum of users through improved interlibrary loan services, extended borrowing privileges and better transportation services.

Interlibrary Loan. Significant efforts to improve interlibrary loan (ILL) service among the UC campuses have been made in recent years. A major study of the northern campuses' interlibrary loan service was completed in 1975. In early 1976 the Systemwide Library Access Measures (SLAM) committee of the Library Council reviewed ILL policy for the entire system. As a result of recommendations from these two reports, ILL procedures have been streamlined and turnaround time decreased

through the more extensive use of teletype communications, the United Parcel Service, and intercampus buses. The UPS delivery initiated between the Berkeley and Los Angeles campuses and between Davis and all of the southern campuses has decreased turnaround time by at least seven days. With the inauguration, in January 1976, of bus service from Berkeley to Davis turnaround time for UCB-initiated ILL and photocopy requests has been reduced to 48 hours. Berkeley now relies more heavily on Davis for needed materials. Transportation time for ILL material requested by Davis from Berkeley has also been significantly reduced.

In addition to increased use of the teletype to expedite standard interlibrary loan transactions, the southern campuses and Davis have experimented, since 1974, with the use of teletype in the "simulquest" system. Brief teletype messages sent simultaneously to each participating campus locate recently published material needed on interlibrary loan, then formal ILL requests are sent to the closest library having the needed material. This procedure, initiated to save time and to even the interlibrary lending burden among the southern campuses, was evaluated this year by the interlibrary loan librarians involved. As a result, a revised procedure using simplified request forms delivered via intercampus bus and routed in a "round robin" manner among the southern campuses will replace the simulquest system. If requests cannot be filled in the south they will be automatically routed to Davis. ILL service among the southern campuses has also been expedited by the initiation of UCLA's "proxy direct borrowing" service. ILL requests are delivered by courier to UCLA and needed items are charged directly to the campus requesting the material, bypassing the UCLA interlibrary loan departments. This procedure eliminates double record keeping at UCLA and results in faster service.

Interlibrary loan service between UC libraries and other California institutions is facilitated through a variety of multilateral and bilateral agreements with regional library systems, the California State University and Colleges (CSUC), and individual libraries in the State.

Most UC campus libraries belong to regional networks which include public, special and academic libraries. Davis participates in the

Mountain Valley Library System, the North Bay Cooperative Library System, and the North State Cooperative Library System. Interlibrary loan service is expedited among the libraries in these networks by the use of vans to transport materials between designated points. Berkeley has recently entered into a contract with the East Bay Information Service (EBIS), a public library consortium, to provide interlibrary loan access to Berkeley's collections via teletype communications and messenger service. Santa Cruz belongs to the Cooperative Information Network (CIN) which includes public and private libraries in Monterey, San Mateo, Santa Clara and Santa Cruz Counties. All of the Southern campuses belong to regional networks which expand access to their collections by way of special interlibrary loan arrangements. Los Angeles is a member of the Southern California Interlibrary Loan (SCILL) Network and can use the SCILL van to transport ILL material throughout Southern California. Riverside is a member of SIRCULS (San Bernardino, Inyo, Riverside Counties United Library System), a network associated with the Inland Library System, which provides courier service for interlibrary lending among the participating libraries. Santa Barbara expedites ILL requests for members of the Total Interlibrary Exchange (TIE), the multi-type library network associated with the Black Gold Library System. San Diego was instrumental in organizing METRO (San Diego Metropolitan Area Library Council), which operates in cooperation with the Serra Library System to expedite ILL service in that region. Serra operates a daily van service between various libraries in the area. Irvine expedites ILL requests to local libraries, particularly CSU Fullerton and CSU Long Beach, through use of the Libraries of Orange County Network (LOCNET) van.

UC libraries also participate in specialized regional networks which provide rapid interlibrary loan, photocopy, and reference services for specific disciplines. The Biomedical Library at UCLA provides the basic collection used by the Pacific Southwest Regional Medical Library Service (PSRMLS) which serves health science institutions and personnel in Arizona, California, Hawaii and Nevada. PSRMLS, funded by the National Library of Medicine, provides for the loan of books and photocopies of journal articles, as well as reference, referral, and bibliographic services.

Libraries at UC San Francisco, Irvine, Berkeley, Davis, and San Diego also serve as resource libraries for this service; Riverside acts as a back-up for Loma Linda University, the resource library in that region. As part of the U. S. Department of Agriculture Documents Delivery System, Davis acts as the coordinator of services and a regional resource for USDA personnel in California, Hawaii, Oregon, Washington and Arizona, and either provides material on loan or refers requests to the National Agriculture Library. Riverside has primary responsibility for service to USDA personnel in Southern California. The Institute of Transportation Studies Libraries at Berkeley and Irvine are TRISNET (Transportation Information Services Network) Centers. This network, sponsored by the U. S. Department of Transportation, provides document delivery service of materials covered in the published indexes and on-line computerized search services of the Transportation Research Board.

Apart from formal participation in library networks, UC libraries also have interlibrary lending arrangements with CSUC, private universities, and community colleges. UC Berkeley and the CSUC system have agreed to initiate a one year experimental program during which CSUC will fund staff and equipment (to include telefacsimile capabilities) to expedite CSUC requests for interlibrary loan and photocopy. A similar "expeditor" arrangement is also being considered to process requests from the Davis campus. Currently courier services for interlibrary loans and proxy borrowing operate between UCLA and the CSU campuses at Long Beach, Los Angeles, and Northridge. Extension of special ILL service to all CSUC campuses is now being considered by UCLA and the CSUC Learning Services Development Division. UCLA also participates in a loosely defined consortium (CALINET) with the University of Southern California and the California Institute of Technology to promote institutional and library cooperation in a variety of ways, including expediting ILL requests by use of a mutually funded bus service. Berkeley and Stanford University have a long-standing agreement to give high priority to each other's ILL requests. United Parcel Service is now being used between the two schools and a proposal for more extensive cooperation in several areas, including interlibrary lending, has been

funded by the Mellon and Sloan Foundations. UC San Diego and San Diego State University are cooperating to provide rapid interlibrary loan service to five community colleges in the San Diego area. With funding supplied by the community colleges UCSD and SDSU have leased telephone recorders and the participating schools now telephone ILL requests directly to the university libraries. At the end of each day the requests are collected and processed, and materials are sent by bus to the requesting community college library.

A request for material at another library can often be most effectively satisfied by photocopying. The UC Intercampus Exchange Program provides funds for most, but not all, expenses connected with such photocopying done by one UC campus for another through the interlibrary lending process. Under this program, faculty, students and staff on all campuses can obtain free photocopies of material not available on their home campus but held at another UC campus library. Over 20,000 photocopies were so distributed in fiscal year 1975/76.

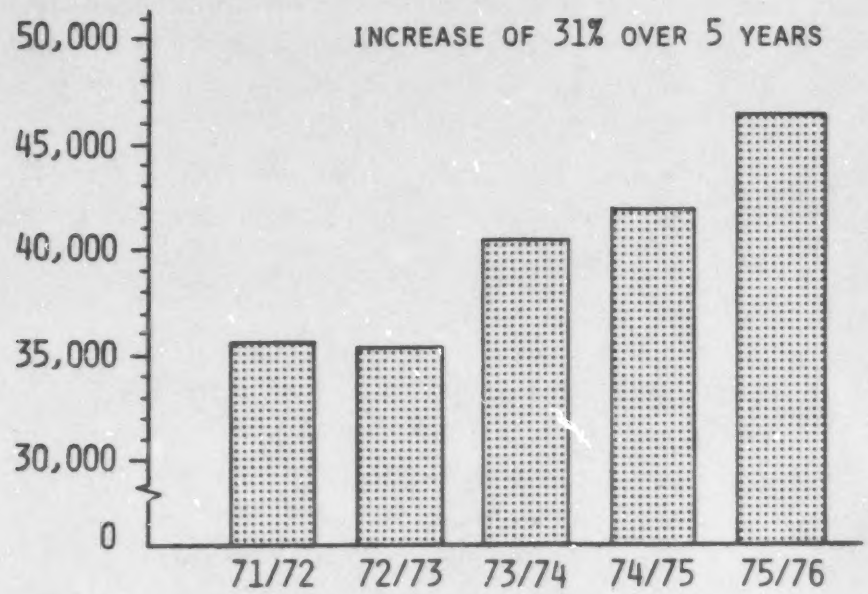
Overall interlibrary lending by University of California libraries has increased by 30% over the past five years. This includes library material lent and photocopies sent to other libraries within the system and outside of the system. The increase reflects both the success of cooperative agreements and the reduction in book buying power experienced by most libraries over this period.

Direct and Proxy Borrowing. UC faculty members, students, and employees enjoy borrowing privileges on other UC campuses similar to those on their home campus. That is, they have direct access to the total University of California resource of library materials and services. Most campuses also offer library privilege cards to non-UC users at a nominal fee, ranging from $10.00 to $24.00 per year. This fee is waived for faculty members from institutions of higher education in California, UC Alumni Association members, and, in many cases, for other visiting faculty members, government researchers, and professionals. Various campuses also extend free borrowing privileges to students from local colleges and universities. Graduate students at CSU Long Beach, Los Angeles, Northridge, and CSC Dominguez Hills can borrow directly

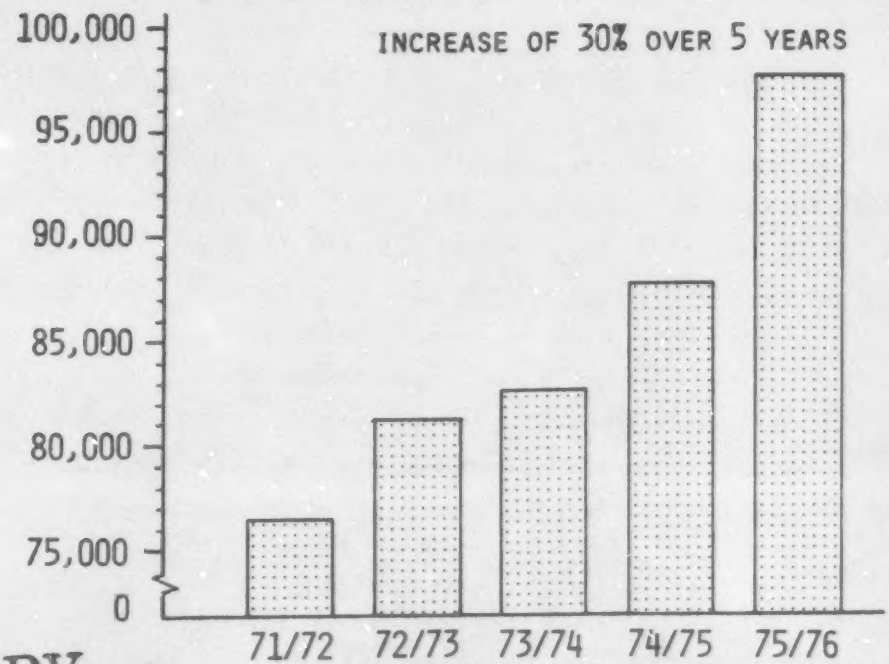
UNIVERSITY OF CALIFORNIA

INTERLIBRARY LENDING STATISTICS 1971/72 - 1975/76

TOTAL ITEMS LENT



TOTAL PHOTOCOPIES SENT IN LIEU OF LOAN



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from UCLA libraries at no charge. Riverside extends free borrowing privileges to students at 20 academic institutions which are part of the Inland Empire Academic Library Cooperative (IEALC) and is currently negotiating a reciprocal borrowing agreement with the Claremont Colleges. Irvine has reciprocal borrowing agreements with CSU Fullerton and CSU Long Beach by which students and faculty of those schools can use their CSUC identification to borrow material from the UCI library. Berkeley offers free library cards to students from other schools in the Bay Area who are attending classes at UCB under a concurrent enrollment program. These schools include several community colleges, local CSUC campuses, and Mills College. Davis also supplies free library cards to students participating in concurrent enrollment programs on that campus. The Berkeley/Stanford cooperative agreement mentioned above will also provide for reciprocal borrowing privileges for the doctoral students of those institutions. Such an arrangement is already in effect for users of the East Asian collections at UCB and Stanford. Berkeley also extends free borrowing privileges to students and faculty of the nearby Graduate Theological Union.

In addition to direct borrowing privileges afforded to students and faculty at other campuses and schools, UCLA and UCB have proxy borrowing arrangements by which a courier checks out material in the name of an individual off-campus borrower. There is regular courier, proxy borrowing, service from all of the southern UC campuses and from the local CSUC campuses to UCLA. Berkeley has a proxy borrowing arrangement with Santa Cruz. Berkeley has also negotiated a proxy borrowing agreement for users of the Peninsula Library System, a public library cooperative.

Bus Services. The intercampus buses which operate among the northern and southern campuses greatly facilitate the interlibrary lending and direct and proxy borrowing activities noted above. There is daily bus service from Riverside, Irvine, San Diego, and Santa Barbara to the Los Angeles campus, and from Santa Cruz and Davis to Berkeley, and from Berkeley to Davis. There is also a jitney service between San Francisco and Berkeley. The buses transport library users (faculty, students and staff), interlibrary loan requests and library materials. On certain

runs, the driver acts as a proxy borrower, pages material requested on interlibrary loan, and/or photocopies requested material. Buses between UC campuses and libraries outside of the UC system also facilitate resource sharing. Riverside provides bus service to the Huntington and Clark libraries. The CALINET bus service connecting UCLA, USC, Cal Tech, the Huntington and Clark Libraries, and the proposed service between Berkeley and Stanford are essential to cooperative efforts among those institutions.

On-Site Use. A user does not have to borrow material either directly or on interlibrary loan to have access to a library's collection. The University of California's library collections are consulted daily by large numbers of people who use material in the library. UC provides a valuable resource to these researchers, many of whom do not own a library card. A 1976 study of the users of four of the major branch libraries on the Berkeley campus indicated that 12% of the users were not affiliated with UCB. That 12% includes the following:

2% - Other University of California campuses
2% - California State University and Colleges (CSUC)
1% - Community colleges
3% - Other colleges
4% - No academic affiliation

Similar statistics were found in a 1973 survey of Berkeley's Moffitt Undergraduate Library users. A 1973 user survey at UCLA indicated an even higher percentage of off campus users, an average of 17.7% among the three libraries surveyed. While these figures are not indicative of specific interinstitutional cooperative agreements, they do indicate de facto cooperation.

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THE GUTENBERG EXPRESS provides twice daily round trip bus service between the main libraries at Berkeley and at Stanford, for any member of either campus community. Campus ID *must* be shown before boarding.

SCHEDULE

Lv. Stanford/Berkeley	Arr. Berkeley/Stanford
8:30 a.m.	Approximately
10:30 a.m.	1 hour, 15 minutes
1:15 p.m.	after departure.
3:15 p.m.	

RESERVATIONS

Reservations are generally accepted only for the 8:30 a.m. and 3:15 p.m. runs. Policies vary at Berkeley and at Stanford—please call the Service Desk on your home campus for details: at Berkeley, 2-3403; at Stanford, 7-1491.

Write us, call us . . .

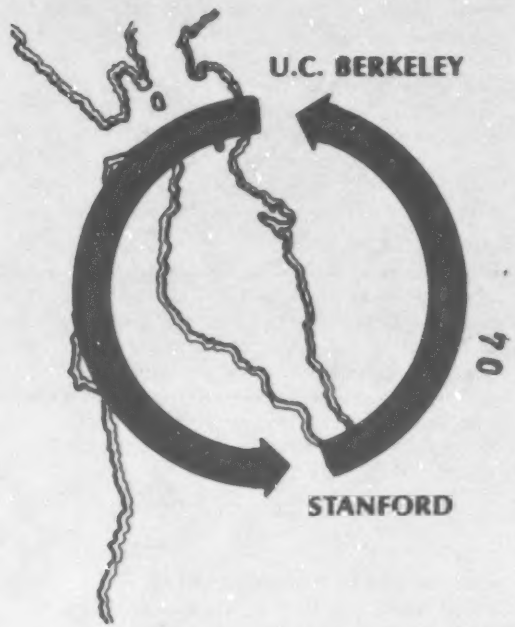
We welcome your comments, questions and recommendations.

Anne Lipow, *Berkeley Program Coordinator*
Cooperative Services Office
The General Library
University of California
Berkeley, CA 94720
(415) 642-5425

Anne Seeley, *Stanford Program Coordinator*
Director's Office
University Libraries
Stanford University
Stanford, CA 94305
(415) 497-2016

MORE

THAN JUST THE LIBRARY NEXT DOOR!



U.C. BERKELEY/STANFORD RESEARCH LIBRARY COOPERATIVE PROGRAM

U.C. Berkeley/Stanford

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THE U.C. BERKELEY/STANFORD RESEARCH LIBRARY COOPERATIVE PROGRAM

WHAT IS IT?

An experimental plan for sharing the library resources and services of two of the nation's leading universities—one public, one private. A program designed to supplement local research collections by making those of both institutions easily accessible to eligible library patrons on either campus.

WHO IS ELIGIBLE?

Faculty, academic staff, and currently registered graduate students at either Berkeley or Stanford. Register for a Program Borrower's Card at the Service Desk in the main library on your own campus. This card identifies you as a Program participant and provides you with the same privileges of access and borrowing in libraries on the other campus as are granted to your counterparts there.

WHAT SERVICES ARE AVAILABLE?

Your Program Borrower's Card entitles you to:

- browse and borrow in any library on the other campus, subject to the regulations of that library
- call ahead for information on library holdings and/or availability of specific material
- request that books be delivered from the other campus to the main library on your own campus
- reserve space on the Gutenberg Express, the intercampus shuttle bus

ELIGIBLE STANFORD PATRONS

TO REGISTER for your Program Borrower's Card, apply at the Service Desk in the rotunda on the second floor of the Green Library at Stanford. You will receive a numbered Berkeley library card for identification in using and borrowing Berkeley library materials. Service Desk hours are Monday–Friday, 8:00 a.m. to 4:30 p.m.

TO OBTAIN INFORMATION on U.C. Berkeley library holdings, consult the General Reference staff at either Stanford (7-1811) or Berkeley (642-6657).

TO DETERMINE, before you make a trip to the Berkeley campus, if needed materials are noncirculating, in storage, out to another borrower, or otherwise not immediately available, call 642-2537 (64 BAKER), or the specific branch library known to have the item. You may wish to request that storage material be paged and held at the Loan Desk in the Doe (Main) Library, pending your arrival at Berkeley.

TO ASK FOR delivery of Berkeley library materials or photocopy to the Green Library at Stanford, call 64 BAKER. The requested material will be on its way within 48 hours, or you will be notified of the reason for any delay.

RETURN borrowed Berkeley library books *either* to the Berkeley library from which it was borrowed *or* to the main Loan Desk in the Green Library at Stanford. In the latter case, please allow at least two extra days before the due date for delivery back to Berkeley.

FOR FURTHER INFORMATION

Bus Schedule & Reservations	497-1491
Eligibility	497-1491
General Reference Service	497-1811
Program Coordinator	497-2016
Registration	497-1491
Service Desk	497-1491

ELIGIBLE BERKELEY PATRONS

TO REGISTER for your Program Borrower's Card, apply at the Service Desk on the second floor of the Doe (Main) Library at Berkeley. You will receive a numbered Stanford library card for identification in using and borrowing Stanford library materials. Service Desk hours are Monday–Friday, 9:00 a.m. to 5:00 p.m.

TO OBTAIN INFORMATION on Stanford Library holdings, consult the General Reference staff at Berkeley (2-6657) or at Stanford (497-1811).

TO DETERMINE, before you make a trip to the Stanford campus, if needed materials are noncirculating, in storage, out to another borrower, or otherwise not immediately available, call 497-FAST, or the specific branch library known to have the item. You may wish to request that storage material be paged and held at the Loan Desk in the Green Library, pending your arrival at Stanford.

TO ASK FOR delivery of Stanford library materials to the Doe (Main) Library at Berkeley, call 497-FAST. The requested material will be on its way within 48 hours, or you will be notified of the reason for any delay.

RETURN borrowed Stanford library books *either* to the Stanford library from which it was borrowed *or* to the main Loan Desk in the Doe Library at Berkeley. In the latter case, please allow at least two extra days before the due date for delivery back to Stanford.

FOR FURTHER INFORMATION

Bus Schedule & Reservations	642-3403
Eligibility	642-3403
General Reference Service	642-6657
Program Coordinator	642-5425
Registration	642-3403
Service Desk	642-3403

PLANNING/EVALUATION

I. Charge of the Collection Development Committee of RLG YALE

The Collection Development Committee drafted the following charge for the consideration of the Directors:

In conjunction with the RLG Director, the Directors of the member libraries, other RLG task forces and subject and area interests groups representing all four institutions, the Collection Development Committee of RLG will be responsible for the planning, implementation and coordination of the RLG program for shared development of collections.

The specific responsibilities of the Collection Development Committee of RLG will be:

1. The allocation of collection responsibility for subjects, geographical areas and forms of material.

2. Establishment of a mechanism for the sharing of information on the acquisition of materials including expensive items and materials of limited use.

3. Placement of serial titles wanted in RLG on the basis of collection strengths.

II. Methodology for the Development of an RLG policy for the shared development of collections.

The Group reviewed the chapter in the Rosenthal report and agreed with the general principles and recommendations as set forth in that chapter for a coordinated collection development program. The following conclusions were reached:

1. The RLG libraries should begin a coordinated acquisitions program as soon as possible for forms of material (e.g. serials and newspapers), expensive items and materials of limited use.

2. The Collection Development Committee of RLG should establish guidelines and a mechanism for the sharing of information among the four libraries on expensive items, titles of limited use and newspapers, as the Serials Task Force has done for serials.

3. In the sharing of information for expensive items, each institution will send to the other three:

   a. Copies of those orders which cost over $200.00

   b. Information about material which it is considering for purchase or which it is unable to purchase and which it thinks should be in the RLG area.

4. In order to implement #3 above, the RLG Computer Applications Task Force in conjunction with the Collection Development Committee of RLG should work toward implementing the Rosenthal recommendations to convert the order data for expensive items to machine-readable form, using either the Columbia or the Yale system, to be circulated on an update basis to the four libraries.

5. Each RLG institution should consider preparing or updating its own acquisition collection policy statement or any resource study or studies that are available for its collections. These statements will be used by the Collection Development Committee of RLG in considering the allocation of collection responsibility agreements by subjects and geographical areas.

TIE INTERLIBRARY LOAN COST STUDY QUESTIONNAIRE UNIV. OF HOUSTON

I. Volume of Interlibrary Loan Transactions	TIE	NON-TIE	TOTAL
A. Total number of items borrowed (This includes the total number of items actually received from other libraries. One item = one bibliographic citation)	____	____	____
B. Total number of items loaned (This includes the total number of items actually sent to other libraries)	____	____	____
C. Total number of unfilled transactions (This includes unfilled transactions for both borrowing and lending)	____	____	____
D. Total number of transactions (A+B+C)	____	____	____

II. Costs

A. TWX paper ____

B. TWX paper tape ____

C. Transmission of requests and replies to requests (This includes only the costs associated with sending or responding to requests; the costs associated with sending the item requested are treated later in the questionnaire)

1. Total TWX costs(for both TIE and non-TIE transactions)
   a. Monthly rental ____
   b. Line charges ____
   c. Total (a + b) ____
2. TIE line charges(all TWX calls to TIE members ____
3. Total telephone costs (non-TWX telephone costs for both TIE and non-TIE transactions)
   a. Monthly rental ____
   b. Line charges ____
   c. Total (a+b) ____
4. TIE telephone line charges(all non-TWX telephone calls to TIE members ____
5. Mailed requests (both TIE and non-TIE requests) ____
6. TIE mailed requests ____

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D. Postage
(This includes all postage costs associated with the sending of books, photocopy and other ill materials through the mail. Both TIE and non-TIE transactions are included)

1. Photocopy(All photocopy items X .08) _____

2. Monographs(All monograph items X .12) _____

3. Insurance(Both photocopy and monographs) _____

4. Total (1 + 2 + 3) _____

E. Non-postage delivery costs
(This includes all costs for courier service or any other means than the mail used to deliver Ill materials) _____

F. Salaries

1. Professional

a. Total annual salaries _____

b. Fringe benefits(retirement and insurance only) (Only the library's share of the costs are included) _____

2. Nonprofessional

a. Total annual salaries _____

b. Fringe benefits(retirement and insurance only) (Only the library's share of the costs are included) _____

3. Student Assistants _____

NOTE: If a staff member is assigned to ILL on a part-time basis, prorate the salaries and fringe benefits and include only the amount spent in ILL.

4. Total salaries _____

G. Total Costs _____

REPORTS/RECOMMENDATIONS

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SELECTED PORTIONS

CAIN

CLEVELAND AREA INTERLIBRARY NETWORK

ANNUAL REPORT

FOR

1976

Submitted to
The Library Council of
Greater Cleveland

by
Nancy Wareham
Cleveland Hts.-University Hts. Public Library
Coordinator, CAIN

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CLEVELAND AREA INTERLIBRARY NETWORK

Member Libraries - December 31,1976

BW	Baldwin Wallace College Library
CW	Case Western Reserve University Libraries
CHS	Cleveland Health Sciences Library
CH	Cleveland Hts.-University Hts. Public Library
CPL	Cleveland Public Library
CSU	Cleveland State University Library
CCC	Cuyahoga Community College Learning Resource Centers
CY	Cuyahoga County Public Library
EC	East Cleveland Public Library
EP	Euclid Public Library
JCU	John Carroll University Library
LP	Lakewood Public Library
OB	Oberlin College Library
PP	Porter Public Library
RR	Rocky River Public Library
SH	Shaker Heights Public Library
WE	Willoughby-Eastlake Public Library

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II THE YEAR IN REVIEW

A. Purpose

The purpose of CAIN "shall be to increase the availability of the total library resources of the Cleveland Area Community by providing bibliographic and locator information, reference and information services, and interlibrary loan service to the participating libraries."*

B. Increased Use

During 1976 the number of interlibrary loans to the participating seventeen libraries reached 6,230, an 87% increase over the preceding year. This significant increase can be attributed to the introduction of telefacsimile communication supported by the continued rapid UPS delivery of loans.

C. New Member

Oberlin College Library was welcomed into CAIN in February, 1976.

D. Introduction of Telefacsimile

Use of telefacsimile for transmission of CAIN requests was introduced in February. The Qwip telecopier was chosen. Of the units considered, Qwip was best able to meet the network's needs: reproduce several generations of copy, ease in operation of equipment, and lowest cost ($29.00 per month per machine).

E. Communication Loops

The communication loops designed by the CAMLS Executive Secretary for telephone application in late 1975 were modified for telecopy transmission. Two loops, Academic Library and Public Library, were established with CPL serving as a switching center between the two loops (see Diagram I, p. 3). Unfilled requests were reported to libraries by the CAMLS office. (Due to the lack of CAMLS staff during the summer months, the Coordinator's library assumed the reporting responsibility.)

There are twenty-two nodes in the network, including the CAMLS office. Twenty use the Qwip machine. OB uses a Xerox telecopier and communicates successfully via WATS lines with CW-F, which has an adapter on its Qwip unit. CCC has no telecopy equipment. Messages to and from CCC are communicated verbally via telephone, a more time consuming and less accurate method. The addition of a telecopier at CCC would be desirable. Minor modifications in the loop were made during the year as need arose. Diagram II (p. 4) illustrates the complete CAIN communication loop.

*LCGC Report of March 6, 1973.

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DIAGRAM I. Basic Communication Model

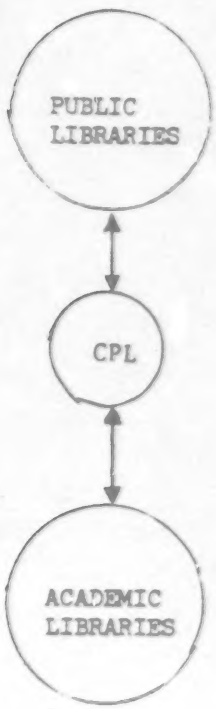
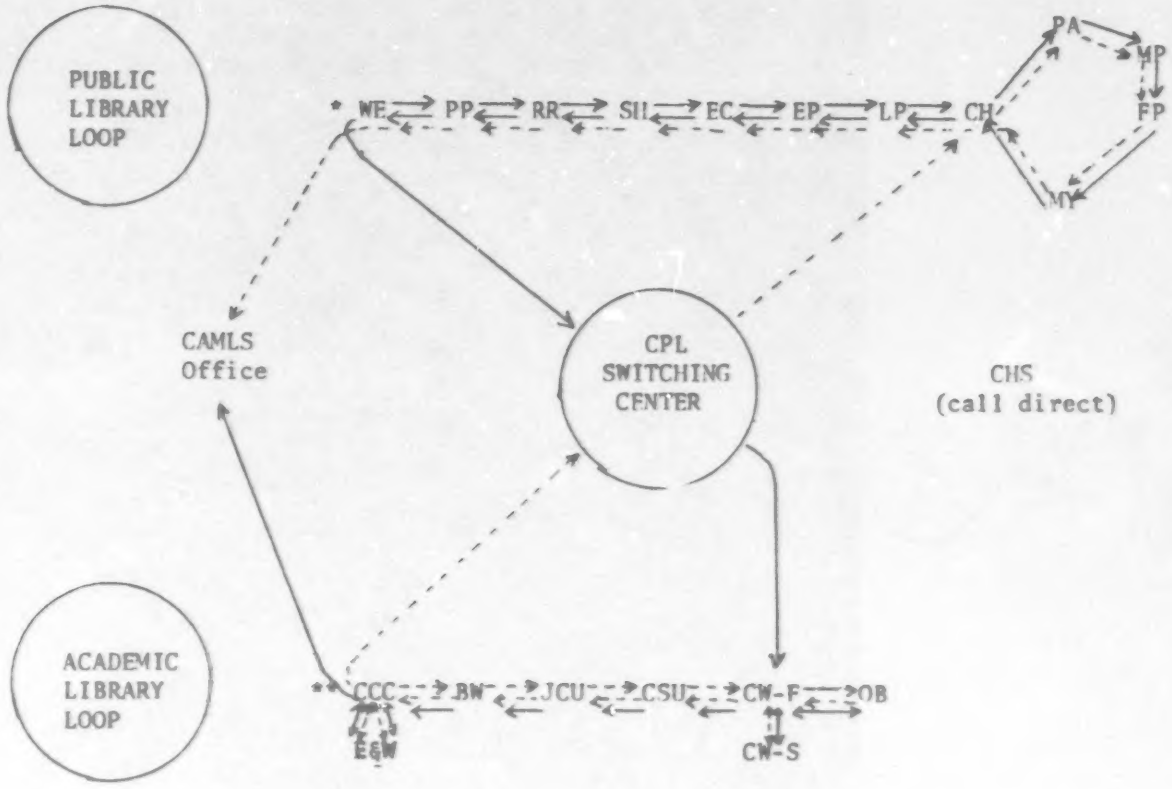


DIAGRAM II. Communication Loop for Transmission of CAIN Interlibrary Loan Requests



*Public Library Loop requests begin
**Academic Library Loop requests begi
——→ Public Library request route
- - - → Academic Library request route

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F. Telefacsimile Concerns

Growing concern over the odor and particulate emissions of the Qwip machines led to an inquiry from CAIN to Qwip Systems. The results of ensuing inquiries indicated that titanium oxide, a toxic substance, given off by the equipment is not harmful in the amounts to which CAIN operators are exposed. Dissatisfaction with the equipment continued, however, as the odor became a greater concern, and quality of second and third generation copies deteriorated. Also, there was disenchantment with the treated paper and resultant soiled hands and work areas. As a result, an Ad Hoc Committee to Study Communication Alternatives was appointed. Its charge was to "establish criteria for evaluation and systematically survey telecommunication devices on the market. Recommendation due at October CAIN meeting."

In the meantime, a meeting of telecopier operators, held at the Marriott Inn and underwritten by Qwip, resulted in improved clarity and accuracy of transmission. Sales and service representatives from Qwip were on hand to answer questions about the equipment and led small group discussions with demonstrations.

After considerable research, the Ad Hoc Committee recommended that CAIN switch from Qwip to 3M. A demonstration for the entire CAIN Committee, as well as various demonstrations at individual libraries, resulted in the CAIN decision to change to 3M equipment in February, 1977 when the Qwip contract expires. Telefacsimile communication of interlibrary loan requests continues to be the most accurate and economical method.

G. Delivery

United Parcel Service continues to provide rapid delivery of most loaned materials. Due to its lower loan volume, PP has continued to successfully use the Postal Service for delivery. During the UPS strike of twelve days, all libraries used the postal service. Average cost per UPS loan delivery in 1976 was 75¢.

H. Major Change

A major change occurred at midyear when CY agreed to install telecopiers at each of its four regional libraries, removing the equipment from its headquarters. Although this added three more nodes to the loop, communication time improved. An additional benefit is greater CY staff involvement in the CAIN operation. Two training sessions were held with the CY-involved staff. As the network's largest borrower and third largest lender, CY is now engaged in studying its internal procedures to facilitate more efficient participation. Other libraries reporting internal improvements for CAIN's benefit are CCC, CPL and CSU.

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I. Ad Hoc Committees, Subcommittees, and Task Forces

Increased interest in the Committee's activity by its members, probably stimulated by growing awareness of the importance of CAMLS, was evident. A greater willingness to participate in CAIN activity and the workload was evidenced. Seven sub-groups of CAIN (see p. 21) worked during the year. Highlights of their activity follow.

1. Ad Hoc Committee to Update Policies and Procedures
After several meetings, it became clear that the organization and structure of CAIN needed to be clarified and/or revised before policies could be written. The focus of the Committee has thus changed. Its recommendations on structure and responsibilities were approved by CAIN and referred to the LCGC. This Committee will continue its work in 1977.

2. Subcommittee on Notification Form was charged with design of a notification form post card that CAIN libraries could all use. The Subcommittee presented a number of forms for consideration. It was determined that each library was more satisfied with its own procedure. However, with some modification, libraries indicated a willingness to use a uniform notification form. The Coordinator was instructed to refer the forms, with suggestions for modifications, to the CAMLS Executive Secretary to work with the PR Committee after June, 1977.

3. The Subcommittee on Lost Charges' presentation to CAIN Committee was accepted, after discussion. The Coordinator referred the CAIN recommendation to LCGC in December for its consideration.

4. Task Force to Survey CAIN ILL Access to OCLC
A copy of the Task Force's report is appended (p.22) and will be useful in planning for the future.

5. Task Force to Survey CAIN Statistic Gathering
The reporting of statistics continued to be of concern to both the Coordinator and CAMLS Executive Secretary. Discrepancies continued to appear at year's end, although greatly improved over previous years. In an effort to pinpoint problem areas, a Subcommittee to Study Statistic Gathering was appointed. After surveying participants, a new form was devised. It is being used on a trial basis through February, 1977. The Committee will evaluate its effectiveness early in 1977.

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III IN THE FUTURE

As the Library Council of Greater Cleveland reorganizes during 1977, so will the structure and responsibilities of its committees.

The CAIN Committee has recommended that the Executive Director of CAMLS serve as coordinator of the Interlibrary Loan operation and that the CAIN Committee appoint (or elect) an Advisory Committee. The CAMLS Executive Director would serve as the Committee's liaison to the appropriate body. The LCGC Committee on Committees is presently considering this recommendation.

Clearly defined lines of authority, responsibility, and communication need to be developed by the Committee on Committees. The centralization of operation, procedures, and records is a logical and much needed step. Having the Executive Director of CAMLS serve as Coordinator of the Interlibrary Loan operation has many advantages.

The Coordinator, with the Committee, must be alert to the impact and implications of the OCLC interlibrary loan system on the local CAIN operation. It is likely that the present structure and operation of the network will be modified to utilize OCLC. The survey of ILL access to OCLC terminals will be pertinent (see p.22).

The record of CAIN requests and loans provide a fertile field for research. For example, it would appear that the Library Resources Committee should have access to the titles unlocated in CAIN libraries. At the present time, there is minimal staff available to pursue extensive research. As in 1975, library school students are analyzing the November and December, 1976 requests.

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IV 1977 GOALS

Increase speed and accuracy of unfilled notification.

Develop follow-up mechanism for outstanding requests (unanswered).

Centralize housing and systematic distribution of supplies.

Update CAIN Directory.

Evaluate design of loops for most efficient operation.

Present an Interlibrary Loan Workshop for staff of CAMLS libraries.

Input to OLA Division III Task Force on Interlibrary Loan Code Revision and Education.

Reduce discrepancy in statistical reporting.

Explore interface with NEOMAL.

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ANNUAL REPORT 1975-76

Cleveland Area
Metropolitan Library System

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This publication was supported by Federal Library Services and Construction Act Title III funds, granted by the State Library of Ohio. The activity which is the subject of this report was supported in whole or in part by the U.S.Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S.Office of Education, and no official endorsement by the U.S.Office of Education should be inferred.

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I. BACKGROUND OF THE SYSTEM

Informal cooperation among the libraries of the Cleveland metropolitan area has a long history. The Library Council of Greater Cleveland, parent body of CAMLS and the body which applied for the Grant project which is the subject of this report, has its roots in two organizations, one for public and one for academic libraries. The former, consisting of administrators, met to discuss administrative matters, policies, salaries, and so forth. The fact that the public libraries of Cuyahoga County (originally the area covered) were all supported from the Local Situs Intangibles Tax, and that consensus as to the distribution of the tax among them was desirable, gave to fiscal matters a certain priority. The State Library of Ohio and the Ohio Library Association both encouraged the formation of county councils of public librarians during the period of concentrated discussion which followed the Blasingame Report.(1)

Alongside the public library administrators' group there developed an academic library group whose chief concern was resources. Not all members were administrators; a number were collection development personnel. The group shared information as to acquisitions and holdings and attempted to avoid unnecessary overlapping in the case of major and highly expensive items. Valuable discussion took place, and some headway was made although sharing of information was the chief value of this group before its consolidation with the public library group to form the Library Council of Greater Cleveland in 1971/72.

The Council was from the first an administrators' body. Its originally--adopted purpose was "to initiate and to manage interlibrary cooperative projects on behalf of member libraries; to stimulate the exchange of ideas and information; to make recommendations on policies and procedures; and to improve the services rendered by each member library to its own users by drawing on material, personnel and intangible resources of the other member libraries in joint or cooperative efforts. (2)

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Three standing committees were originally named; others were authorized in the By-Laws if established by majority vote. The committees were: Cleveland Area Interlibrary Network (CAIN); Public Relations; Library Resources. CAIN had existed earlier in another form, and originally under another name--Northeast Ohio Library Teletype Network (NOLTN). As the name suggests, the original group was defined by its communicator capability and included some libraries in each of the two groups later to become the Council, while excluding others. Willoughby-Eastlake Public Library was a member of NOLTN, but not of the Council or its predecessor public library group. Rocky River and Porter Public Libraries did not have teletype equipment and were therefore not included in NOLTN. The two academic libraries in NOLTN were Case Western Reserve and Cleveland State Universities. While NOLTN's chief interest was interlibrary loan, it was also concerned with reference service and other interlibrary activities.

When NOLTN, now CAIN, became a committee of the Council, its membership ceased to be confined to teletype libraries and its services were defined to include; locations (not followed by loans); interlibrary loan; and reference and information service. At one time the Council supported a part-time staff member at the Cleveland Public Library for reference service to member libraries. CAIN continued to use Teletype until mid-1974, a period of financial stress for many libraries. At about the same time as the teletype machines were removed, the Board of the Cleveland Public Library officially withdrew from CAIN. Subsequently, interlibrary loans were made by telephone, reference calls were made at the initiative of librarians or users direct to Cleveland Public Library departments, and the volume of transactions dropped significantly.

All this activity was related to statewide and nationwide development of interlibrary cooperation. The Ohio Library Development Plan, adopted in 1969 by the Ohio Library Association and Ohio Library Trustees Association, involved a number of librarians from the Cleveland Area. Lewis Naylor and Dorothy Sinclair (successive chairpersons of the OLDP Steering Committee), Edward D'Alessandro, Sarah Cody, and others were deeply involved in the planning, and with the passage of implementing legislation--unfortunately without funding. The original plan, based on recommendations of the Blasingame Report, did not include a recommendation for metropolitan library systems, and under the formula for funding Area Library Service Organizations, larger and wealthier counties (including Cuyahoga and Lake) were not eligible to "earn" State funds for their cooperatives.

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Metropolitan library systems were later added to the Plan, and the law amended to provide for their official establishment and to enable them to receive funds from a variety of sources, including the State. The State Library of Ohio has included funds to assist metropolitan library systems each biennium in its original budget requests since the law was passed, but no funds have as yet been appropriated by the Assembly for this purpose. In 1975, the Ohio Assembly passed Senate Bill 257, formally authorizing the formation of metropolitan library systems.

Plans for organization of the member libraries of the Council into a formal System began to be considered shortly after the formation of the Council itself. After considerable discussion, both within the Council and with the State Library staff, an application was filed for a Planning Grant under Title III of the Library Services and Construction Act. The Grant was received in 1975 and the present report records activities undertaken during the Grant year, which was later extended a fifth quarter, to end on September 30, 1976.

The Grant Application called for the establishment of an office, the appointment of an Executive Secretary, and an analysis of the existing operations, including work of committees. Among the duties of the Executive Secretary, as stated in the application were:

Coordination of existing staff committees
Formation of needed committees
In-Service Training
Publication of a Newsletter
Research and Testing in the areas of:
    Delivery System
    Communicator for interlibrary loans
    Coordination of planning of acquisitions

The Executive Secretary was to serve ex officio on all committees, to study records of previous cooperation and recommend changes. At the request of the State Library of Ohio, a major objective of the project became the preparation of a model for statewide use in emerging metropolitan library systems. (3)

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II. GOALS AND PROGRAMS

The Application of the Library Council of Greater Cleveland to the State Library of Ohio, requesting LSCA funds, listed the three following objectives:

1. To improve interlibrary cooperation of library services for the benefit of the primary clientele of each unit.

2. To improve accessibility to materials and information for all library users of Cuyahoga County through research and program testing.

3. Preparation of a model for intertype library cooperation in metropolitan areas in Ohio.

Each of these objectives was further described in the Application, in several sections. Relevant sections will appear as an Appendix to this Report. They include: Program Statement; Job Description of Executive Secretary; and Measurements for Purposes of Evaluation.

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III. A FORWARD LOOK

The first year of CAMLS has been devoted chiefly to study and development of services. To quote the Preliminary Model:

> "The Cleveland Area Metropolitan Library System did not employ a consultant and ask for a study. Instead, it employed an Executive Secretary to act in a combined role of consultant and coordinator--to test and implement procedures and assumptions of the emerging model.
>
> Such a process is in some ways more difficult than a survey. It takes longer. Its product may lack the order and neatness a survey report is expected to display. But it has a toughness and validity a survey based on observation alone cannot have. It also has, or should have, a higher probability of survival and implementation."

A budding cooperative is a delicate plant. It will blossom and flourish only if it is nourished by its members' support. That support, in turn, cannot be expected to continue unless the Directors and governing bodies of the member libraries can point to actual benefits to their libraries and users. While the first year's program gave some attention to problems of organization, therefore, it did not focus in that direction, but rather on the programs already described.

Toward the end of the year, however, it became apparent that attention to organizational problems could be deferred no longer. Not only would it be necessary for the Council and the several governing bodies represented among the membership to make major decisions about the future, but there were also discernable the beginnings of organizational difficulties.

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These difficulties have not, insofar as the Executive Secretary can discern, affected the accomplishments of the various groups which comprise CAMLS. Productive activity continues at a high level. But they have surfaced, and must therefore be faced. Chiefly, the emerging problems have to do with definition: What is the role of each committee? Of the office? Of the Directors? How should the relatively small amount of authority necessary for the effective operation of the System be shared among all these entities, each of which has a valid claim to a part of it? How shall these segments be coordinated?

Such organizational problems are predictable. They occur in all multi-library cooperatives. Every Multi-County Cooperative in Ohio, for example, has had to work its way through problems very similar. Alvin Goldwyn's study of some of these might be instructive to CAMLS members.(1)

One necessary ingredient in any resolution of these problems is the recognition of certain facts which form a part of the "given." Among these facts are:

No one library can receive total satisfaction from the system.

If every Library is half satisfied the System has performed with marked success.

An organization composed of many equal and autonomous members--without "unity of command"--cannot be as efficient as one institution under a unified leadership.

Directors tend to judge results and procedures according to their own administrative styles. These differ markedly among individuals. No membership organization can meet the criteria for a well-run organization of each of a group of different directors.

Values and needs vary widely among types of libraries, sizes of libraries, public sector and private sector.

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A certain tolerance of variation is therefore needed. One of the hardest tasks for the group to work through together is to determine which problems must be lived with, which solved. A major step forward will have been taken when Directors, governing bodies, staff, and office staff of the future cease to try to change what is inherent in the nature of the organization, accept certain problems as part of the "given," and bend their energies toward productive ends. The analogy of the marriage mentioned in the Introduction is perhaps too simple: CAMLS is more like a harem consisting of twenty wives, all liberated!

Portions of the Preliminary Model appear in the Appendix. These will illustrate the types of organizational problem which must be tackled by all segments of CAMLS--Directors, committees, office--during the coming year. The Application for funding, sent to the State Library of Ohio in May, emphasizes the clarification of organizational problems as the major activity of 1976/77, especially if CAMLS expects to be chartered by the State Library Board as a Metropolitan Library System.

If the System can reach consensus on organization, if a new Board and Executive Officer can be at least planned for, if not actually in view, by the Spring of 1977, CAMLS should have a bright future. It can look forward to:

> Reasonable assurance of funding for an office, already approved by a majority of Directors and governing bodies if not forthcoming from another source.
>
> Ongoing programs which are of proved value to member libraries, carried on chiefly by committees of experience and commitment. The current concern with role by the committees is an expression of involvement which, when the issues are resolved, will stand CAMLS in good stead.
>
> Experience of working together at a variety of levels; participation should increase as programs continue.

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It may reassure the members--Directors and staffs--to realize that the somewhat hectic pace of the first two years cannot, and should not, be expected to continue. The Executive Secretary, aware of the extreme brevity of the time available to accomplish the objectives of the first and second years of the project, has had to operate with a sense of urgency, to carry on what has been, in effect, a crash program. This has been hard on the Council, and on the committees. It has not been easy for the Office! A permanent Executive Officer and staff will be able to move more slowly, to be responsive to needs which have had to defer to more urgent priorities. A stable, ongoing relationship should develop, which will take the long view not only in planning, but also in activities.

****

NOTES

1. A.J.Goldwyn. Toward Tomorrow's Area Library Service: A Survey of Regional Library Cooperation in Ohio - 1974. (Columbus; The State Library of Ohio,1975).

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THE NEW YORK PUBLIC LIBRARY
Astor, Lenox and Tilden Foundations

REPORT
of the
PROJECT TEAM
on
INTERLIBRARY COOPERATION

July, 1977

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1. INTRODUCTION

The Project Team on Interlibrary Cooperation had its origin in discussions which followed a two-day Trustees' conference held in November 1976. That conference had been precipitated, at least in part, by two reports commissioned by the Trustees and Administration: "A Management Review of The New York Public Library" by McKinsey and Company (November 5, 1976) and "Toward Greater Service to the Public and the World of Scholarship" by Dr. Mark Curtis (December 27, 1976). Both reports commented on the Library's participation in interlibrary cooperative programs but reached somewhat different conclusions. The reports shared the opinion that NYPL Research Libraries had not received benefits commensurate with their contribution to cooperative programs, especially in the case of The Research Libraries Group, but differed in their view of the probable impact of cooperative programs on the Library's future. Curtis placed hope in The Research Libraries Group as at least a partial solution to the Library's problems. McKinsey and Company were of the opinion that "given current operating procedures and policies, cooperative development stands little chance of benefiting NYPL."[1] The McKinsey report goes on to recommend that [the]"Trustees establish [a] Special Task Force on interlibrary cooperation...monitor current cooperative activity...[and] control future commitments to cooperative development."[2] Curtis made a similar recommendation: "The Board of Trustees should have a representative on the Board of the RLG.... This Trustee should be chairman of a combined Trustee-Administration Committee, reporting to the Committee on The Research Libraries, to study present and possible future relations of the Library with RLG and other networks and to develop policy to guide the Library in this regard. This Committee should also have oversight of the way in which operations of the Library are adapted to take advantage of opportunities for cost control provided by RLG and other networks."[3]

At its meeting in January, 1977, the Executive Committee of the Board of Trustees, acting on these recommendations, created the Project Team on Interlibrary Cooperation and charged it as follows: "To study...existing cooperative affiliations, including Research Libraries Group, Center for Research Libraries, New York State Interlibrary Loan System, Metropolitan Reference and Research Library Agency, bilateral arrangements, and others, to determine presently and for the immediate future the influence of these [affiliations] and networking possibilities; also to examine in broad outline acquisition policy and the relationship of this policy to the cooperative movement. The Project Team is charged with determining cost effectiveness of networking."[4] Appointed to the Committee were Gordon N. Ray, Chairman, Rhett Austell, and Oscar Handlin (representing the Trustees); Juanita Doares, Paul J. Fasana, Bernice MacDonald, and James W. Henderson, Project Director (representing staff); Richard W. Couper and John Mackenzie Cory (ex-officio); John P. McDonald, University Librarian, University of Connecticut (as consultant on library service); and Robert O'Block and Michael Black (representing the management consulting firm of McKinsey and Company).

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Inasmuch as it was the McKinsey and Curtis studies that led to the formation of the Project Team, it seems important that the sections of these reports having to do with interlibrary cooperation and networking be incorporated in the report of the Project Team. Relevant excerpts from these two reports are thus appended as Appendix I and Appendix II respectively. At this point, however, it will be useful to state the conclusions reached in these two studies.

The McKinsey report found that: "The New York Public Library's commitment to cooperative development is significant but largely uncontrolled; use of cooperative services is minimal; long-term economic benefits do not appear achievable; expected non-economic benefits are not being realized."[5] The study further concluded that the total cost of current efforts exceeds $500,000.

Curtis, on the other hand, endorsed interlibrary cooperation. He offered a new definition of the term "research library" and included the network concept in the definition: "A research library is a major organized institutional unit in a network of libraries and other facilities for the storage and retrieval of information and is a principal point of access within that network for facilitating the efforts of scholars and other research workers to discover and attain full and accurate data for subsequent analysis, evaluation, and interpretation."[6] Emphasis is given to the research library as an access point rather than as a storage facility. "The potential consequence of such a change in emphasis," says Curtis, "will affect the scope and in time the costs of all research library operations."[7] Commenting on McKinsey and Company's conclusion that "long-term economic benefits appear unlikely given current usage and acquisition activity," Curtis underscores the word "current" and states that "for whatever reason The New York Public Library has not yet adapted its policies and practices to make effective use of the advantages offered by RLG."[8] He then reaffirms his opinion with respect to the effect networks will have on the scope and costs of research library operations by referring to representatives of foundations who "have been advised by some of the most able persons in the field and have concluded...that no other alternative holds out the same promise of eventually bringing skyrocketing costs of library operations under control. Furthermore they...assess the present climate of opinion among librarians as being ready to undertake serious efforts at making the systems with which they are experimenting work."[9]

The Project Team on Interlibrary Cooperation has had eight meetings during the months of February through July, 1977. The report which follows incorporates materials prepared for discussion at those meetings, gives additional background information, and attempts to synthesize the Project Team's thinking.

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2. PERSPECTIVE

The concept of cooperation between The New York Public Library and other libraries is almost as old as the Library itself. In 1896, only one year after the consolidation of the Astor and Lenox libraries and the Tilden Trust to form The New York Public Library, Astor, Lenox and Tilden Foundations and fifteen years before the opening of the Central Building, a cooperative agreement was entered into between the Library and the Columbia University Library. An article by Dr. Billings, first Director of The New York Public Library, in the March, 1900 issue of the Columbia University Quarterly,[10] described this agreement as consisting of (1) the exchange of duplicates; (2) the printing of "conjoint" lists of periodicals, and (3) the limitation of purchases in certain departments by one of the two libraries, leaving such purchases to be made mainly by the other library. The article proposes that other cooperative program possibilities be looked into, e.g., solicitation of gifts, cataloging, the printing of catalog cards, and granting of special facilities. The article also suggests that faculty experts at Columbia might wish to make suggestions regarding NYPL acquisitions. It is doubtful that any of the projected plans were ever formally implemented, and the programs that were agreed to seem to have been lost in history. None of these has been active in the memory of any members of the present staff of The New York Public Library.

No attempt will be made here to record definitively the history of The New York Public Library's participation in cooperative programs. Mention of a few of the programs in which the Library has been involved through the years, however, will put the subject into perspective.

In the 1940's the Trustees decided to transfer, on indefinite loan, some of the paintings and objects (e.g., sea shells) that had been part of the Stuart Collection in the Lenox Library to the New York Historical Society. The shells were later again transferred to the American Museum of Natural History. Also in the 1940's the greater part of the Library's medical collection was transferred to the New York Academy of Medicine. In the 1950's, files of government technical reports were given to Columbia University Libraries, and the vast archive of the American Civil Liberties Union was transferred, after microfilming, to Princeton University Library. A decision was made not to acquire the voluminous records of World War II German and Japanese war crimes trials but rather to rely on the collections at Columbia University and the New York State Library. In 1974 the World War I poster collection was given to the Hoover Institution on War, Revolution, and Peace. In 1975 substantial sections of the Seventh Day Adventist collection were transferred to Loma Linda University after selective microfilming of those materials at the University's expense. Other cooperative programs that come to mind are the Cooperative Cataloging Project sponsored by the Library of Congress over a long period roughly covering the second quarter of the century, and the compilation of three editions of the Union List of Serials which

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required the cooperation of hundreds of libraries but particularly the participation, in the early stages, of the Library of Congress and The New York Public Library.

Projects of these kinds may or may not have entailed costs to the Library, and, if there were costs, they may or may not have been reimbursed or partially reimbursed. A project such as the Union List of Serials, for example, was financed in part through a combination of foundation, commercial, and subscription support, but the work of checking and reporting on holdings was most certainly contributed by the participating libraries. In a library with serial holdings as vast as those of The New York Public Library, the number of titles that had to be checked and reported on would have run into the thousands, and the contributed costs must have been very substantial indeed. Although the Library is still called upon, in the name of cooperation, to complete lengthy and time-consuming questionnaires from time to time, it would be unthinkable in this day and age to take on a project such as the Union List of Serials without compensatory financing.

Since libraries are service organizations, there probably has been a tendency for librarians to lean over backwards to cooperate in projects that would seem to have the effect of improving and extending library services. Interlibrary loan is an example of a cooperative service that has been almost universally engaged in by libraries. It is only recently that some academic libraries (especially the big lenders) have begun to question their participation in interlibrary loan without a quid pro quo; some have started to charge fees for interlibrary loan transactions. Although The Branch Libraries of The New York Public Library have participated in interlibrary loan, NYPL Research Libraries, for the greater part of their history, have not lent original materials from their collections except for exhibition purposes. Because of the comprehensiveness of the collections, the demands on NYPL Research Libraries would have been too great, and for the same reason the need to borrow materials from other libraries for readers in NYPL Research Libraries has been infrequent. An efficient photocopying service operating on a cost-recovery basis has in many ways taken the place of lending. The one exception to the "no-loan" policy has been in the case of the United Nations where special arrangements were made at the time of founding because of the absence of a library collection and library building. Participation in the New York State Interlibrary loan system has not required that NYPL Research Libraries lend originals but only that photocopies be supplied. Membership in The Research Libraries Group, however, has required the lending of original materials as well as supplying photocopies. It is important to note that NYPL Research Libraries' participation in these interlibrary loan programs (except where originals are lent to RLG members) has always been based on a quid pro quo, i.e., payment for services rendered.

An informal kind of cooperation has existed among several libraries in New York City over the years. Without any formal agreements there has been a general understanding that the NYPL Research Libraries would not collect or would collect only some aspects of medicine and the biological sciences, law, theology, and education because of the strength of the collections of the New York Academy of Medicine and the botanical and zoological societies, the Association of

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the Bar, the theological seminaries, and Teachers' College.

It is perhaps safe to say that with the advent of the modern networking concept, library cooperation has taken a new turn. Networking implies a continuing exchange of services based on a definite plan carried out under a formal agreement. Today, networking also seems to imply the employment of technological devices such as teletypewriters or terminals linked to a computer in effecting the exchange of services. The use of such devices tends to make costs more visible; as a result, network participation may very well also entail a transfer of funds from one institution to another to pay for services given or received. NYPL Research Libraries present participation in the New York State Interlibrary Loan System and their future participation in the proposed RLG bibliographic system are examples of the Library's experience with this new form of cooperative activity.

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5. CONCLUSIONS AND RECOMMENDATIONS

General

1. The Project Team on Interlibrary Cooperation has conducted a detailed study of interlibrary cooperative programs in which the Library is engaged and has considered interlibrary cooperation and networking in relation to the Library's future and opportunities for funding. As a result, the Project Team affirms the importance of the Library's cooperative programs as a whole and recognizes the potential value of such programs in the future.

2. The cost of interlibrary cooperative programs is significant. In 1976/77 the cost for both The Branch Libraries and The Research Libraries was $664,445.36. Reimbursements (which would have been available for no other purposes) and savings were $547,985.50. In The Branch Libraries costs ($239,622.56) exceeded income ($225,462) by $14,160.56. $13,415.75 of this cost, however, was for an interlibrary loan program which has been traditional in The Branch Libraries. In The Research Libraries costs ($424,822.80) exceeded reimbursements and savings ($322,523.60) by $102,299.30. A large part of the cost ($182,000), however, is non-recurrent and was reimbursed in the amount of $122,000. The difference of $60,000 represents an over-run caused by unanticipated delays in completion of an automation contract for The Research Libraries Group. Another part of the cost for both The Branch Libraries and Research Libraries is in "contributed time," time that is worked in addition to other duties and therefore does not represent a cash outlay. If contributed time is not counted as a cost, the cost to The Branch Libraries was $11,923.75 and the cost to The Research Libraries was $55,191.11 (including the $60,000 non-recurring cost over-run).

3. There has been no system of cost accounting in the Library for interlibrary cooperative programs. The Library should establish a system of records from which the costs of participation in cooperative programs can be ascertained on an annual basis. A report on financial aspects of interlibrary cooperation, including the costs of both on-going and prospective programs, should be reported at least once a year to the Committee on The Research Libraries and the Executive Committee. No new program should be instituted without approval of the Executive Committee on the recommendation of the Committee on The Research Libraries.

4. The Suffolk Cooperative Library System Reference Service is not cost beneficial to NYPL and should be discontinued.

5. The United Nations-NYPL agreement is not, at present, working to the benefit of NYPL. The fee paid by the United Nations Library for interlibrary loan service should be re-negotiated to produce revenue commensurate with the cost of services rendered, or the program should be discontinued.

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Collection Development and Conservation

6. The Library should continue its efforts toward development of a coordinated RLG collection development plan recognizing that there can be no hasty action with respect to collection development.

7. The Library should develop a plan which would result in NYPL making greater use of potential economic benefits of interlibrary cooperative programs, e.g., serial system and any other cost reduction opportunities.

8. The Library should use its influence in RLG to promote a meaningful cooperative plan for the conservation of library materials.

Access

9. Recommendations for purchase made by NYPL to Center for Research Libraries and expensive items not purchased for NYPL collections under the RLG program, like the items purchased under the METRO Cooperative Acquisitions Program, should be listed in the Dictionary Catalog of The Research Libraries so that staff and public will know of the availability of such materials through interlibrary loan or direct access.

10. The Library should initiate a plan which, when implemented, will stimulate the use of resources available to NYPL through its participation in interlibrary cooperative programs.

11. The Library should be thoroughly convinced of any reason given for not choosing the NYPL bibliographic system for RLG and should not enter into an RLG system that does not benefit NYPL initially.

12. The Library should draw up a contingency plan for automated procedures in the event the bibliographical systems of the Library become a part of an RLG bibliographic program utilizing neither the NYPL bibliographic system nor the NYPL computer facility.

Support

13. The Library should develop a strategy for convincing the City of New York that it should make a greater contribution to The Research Libraries in recognition of the role of The Research Libraries in the cultural, educational, and economic fabric of the City.

14. The Library should develop a strategy for the restoration of $1 million formerly contributed by the City toward the cost of resources and services needed by the educational institutions of the City, particularly by the City University in its graduate programs.

15. The Library should persuade the City to pay building maintenance and operation costs for the Annex building.

16. The Library should advocate the development of a total State library system.

17. The Library should work diligently to develop a revenue-producing cooperative program with the State University which would provide greater access to NYPL resources than is now available to State University faculty and graduate students.

18. Working with appropriate library associations, Federal government agencies (e.g., National Commission on Library and Information Science, Office of Education), and the Congress, the Library should develop a strategy designed to augment the amounts of money available to research libraries under the law and to extend the challenge grant programs of the National Endowment for the Humanities and the National Endowment for the Arts in support of institutional operating costs.

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SELECTED REFERENCES

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